# Preface

Honorable customers,

Thanks for choosing products of this company. OA200, with world cutting edge technologies—fingerprint recognition, computer communication, as well as microelectronics, is considered to be combination of three technologies: electronics, optics and computer communication. It is no doubt that it has become the first choice of standalone time & attendance for enterprises with its strong function and veracity. Please read this user manual carefully to have an initial understanding of functions and basic knowledge of installation, debugging, maintenance, application and management to better use this product.

Utilizing the state-of-the-art biometric tech, this product will bring unprecedented reliability, convenience and benefits to the top management of enterprise in HR.

# Fingerprint T & A Advantages

- **Veracity**

Record and reflect staffs' attendance conditions equally, correctly and promptly.

Checking on work attendance by passwords and cards (paper card, magnetic card, IC card, etc); it is hard to avoid buddy-punching and cannot reflect the actual attendance condition. With the help of fingerprint recognition attendance, it is easy to solve all the problems like buddy punching, card loss or stolen and password forgetting. Thus, HR dispute is avoided and the justness of time attendance is materialized.

- **Convenience**

It is more convenient to use fingerprint standalone units with no card reader or attendance cards needed, no worrying about cards loss or damage, no need to do system maintenance, and saving time and money.

Only placing enrolled finger on the sensor surface, system will check users automatically and record the correct time and checking status.

- **Full Function**

The system can realize different functions such as attendance remark, calculation and report printing. The remark can be made for reasons such as business leave, absence, marriage holiday and etc.; the checking and calculation can be made in accordance with different time periods, departments, individual or combination due to various reasons for absence; the report generation and printing function can be realized perfectly.

- **Flexible Shift Maintenance**

The software supports shift on week basis, rotation shifts etc. Various shifts, public holidays, individual leave and overtime are available to meet the complicated needs of every enterprise.

- **Standalone**

The machine can work without connecting to PC, convenient in operation and no need to occupy any extra resource.

- **Network management**

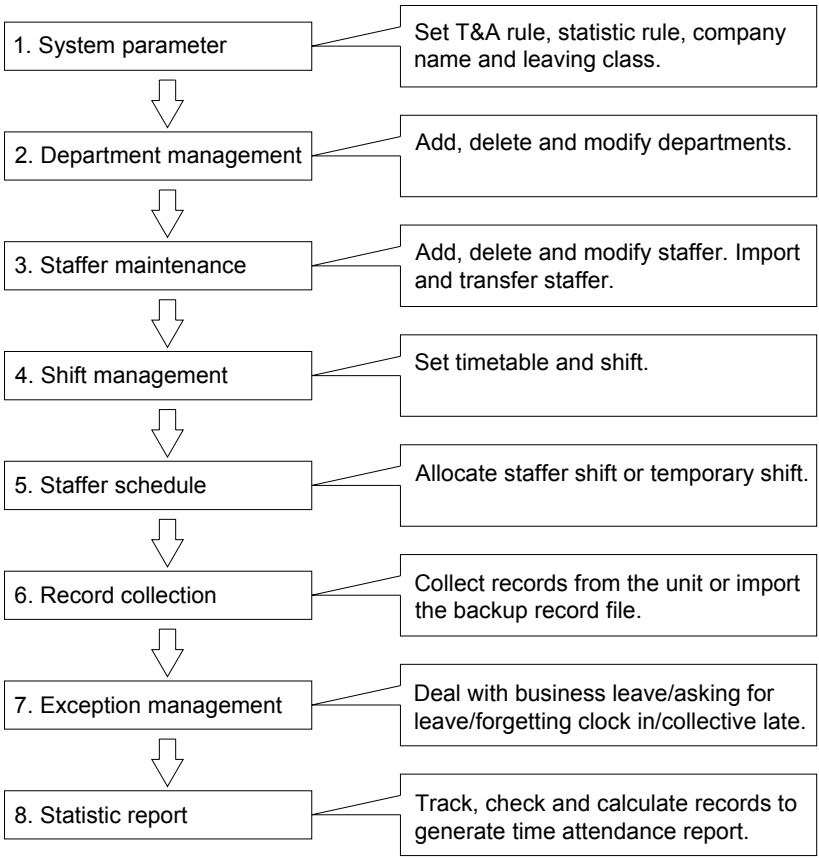
Many units can be connected through network via TCP/IP for easy management in central software.

# Software operation flowchart

(**Important chapter please read carefully**)

This software includes: System parameter, department management, staffer maintenance, shift management, staffer leave and statistic report etc. Then how to use this system in a right way? It is far from enough to understand only the function of each module but to know the connections between them and the system operation flowchart. Thus, a correct report can be generated.

Software operation flowchart can be described in brief as follows:


1. System parameter
Set T&A rule, statistic rule, company name and leaving class.
2. Department management
Add, delete and modify departments.
3. Staffer maintenance
Add, delete and modify staffer. Import and transfer staffer.
4. Shift management
Set timetable and shift.
5. Staffer schedule
Allocate staffer shift or temporary shift.
6. Record collection
Collect records from the unit or import the backup record file.
7. Exception management
Deal with business leave/asking for leave/forgetting clock in/collective late.
8. Statistic report
Track, check and calculate records to generate time attendance report.

1. When the software is run for the first time, please set parameters including company name, time attendance rule, statistic rule for early, late and overtime etc. , leave

class. When the setting is completed, it is usually not needed to be modified unless the management rules of this company changes.

2．Normally there are many departments in one company and all departments need to be entered manually unlike the directly import of staffer. Department setting should be completed before staffer maintenance.

3． When the software is used for the first time, please make a Text file (*.txt) or MS Excel file (*.xls) for company staffer in accordance with certain format. For the format, please refer to**【import staffer list】** so that all staffer can be import to the system at one time. Staffer can be added, deleted, modified and transferred to new department during future use.

4． First add the proper timetable (from on-duty time to off-duty time) according to the company rule and then set shifts.

5．After the shift setting is completed, it will work until shift is allocated to staffer. Each staffer can only have one shift. Please note the starting date of the shift. After the allocation of the shift, the arranged working date and time can be seen clearly for each staffer.

6．Transaction records are stored in the time attendance unit. Please download the records from the unit before report calculation. In addition, staff information and fingerprint templates can be uploaded and downloaded between the unit and the computer. Please refer to “Background management” for detailed information.

7．There is always staff away for business, asking for leave and forgetting clock happening in a company. Once it occurs, please deal with it in time in the software to ensure the correctness of the statistic report.

8．After all the above mentioned operation is done, the calculation of report can be operated. The report can calculate the time attendance status of all staffer or a certain staffer from a certain department in a certain time period.

In【Attendance Calculating and report】, first please select the starting and ending date of the staffer, click “Calculate” and the system will calculate automatically and check the validity of the records. (There are some invalid records during the use of the unit. For instance, if one staffer presses the finger twice during a very short time period, one of the records will be regarded as invalid.) If there is any error in the software calculation, admin can also modify manually to ensure the correctness of the result

Please note: From the above flowchart, we can see that if there is an error in

calculation report for one staff, the possible reasons are as follows:

Staffer shift or temporary shift is incorrect.

Exceptions such as staffer away for business/ask for leave/forgetting clock in/out is incorrect.

Checking and calculation of transaction records is incorrect.

# Contents


1 Introduction ..... 2
1.1 OA200 Introduction ..... 2
2 Operation Guide ..... 5
2.1 Keypad introduction ..... 5
2.2 Default LCD ..... 5
2.3 Admin Management ..... 6
2.3.1 Enroll User ..... 6
2.3.2 T&A Option ..... 7
2.3.3 Door Open ..... 7
2.3.4 Delete User ..... 8
2.4 System Setup ..... 8
2.4.1 Admin password ..... 9
2.4.2 Clock setting ..... 9
2.4.3 Output for access control ..... 9
2.4.4 Communication ..... 10
2.4.5 Network setting ..... 10
2.4.6 Volume ..... 10
2.4.7 System Initialization ..... 11
2.5 System information ..... 11
2.5.1 User Information ..... 11
2.5.2 Time Attendance Information ..... 12
2.5.3 Unit Information ..... 12
3 System Installation ..... 14
3.1 Operation environment ..... 14
3.2 System installation ..... 14
3.3 Uninstall the program ..... 16
4 Communication ..... 18
4.1 Terminal Management ..... 18
4.1.1 Add Unit ..... 19
4.1.2 Modify Unit ..... 19
4.1.3 Delete Unit ..... 20

4.2 Parameter Setting ..... 20
4.2.1 Set Management Password ..... 20
4.2.2 Set Sleep Period ..... 20
4.2.3 Set Volume ..... 21
4.3 T&A Machine Communication Management ..... 21
4.3.1 Synchronize Time ..... 21
4.3.2 Initialize Unit ..... 22
4.3.3 Download Records ..... 22
4.3.4 Backup Staffers ..... 22
4.3.5 Resume Staffers ..... 23
4.4 Record supervision ..... 23
4.4.1 Activate Real-time ..... 23
4.4.2 Prohibit Real-time ..... 24
4.5 Staffers Management ..... 24
4.5.1 Add Staffer ..... 25
4.5.2 Modify staffer ..... 32
4.5.3 Delete staffer ..... 32
4.5.4 Transfer department ..... 33
4.5.5 Copy privilege ..... 33
4.5.6 Download FP ..... 34
4.5.7 Upload Staffer & FP ..... 35
4.5.8 Delete Staffer from unit ..... 36
4.5.9 Check Staff ..... 36
4.6 Record Management ..... 37
4.6.1 Search Record ..... 37
4.6.2 Export Record ..... 38
4.7 Other Settings ..... 39
4.7.1 Basic Parameter Setting ..... 39
4.7.2 T&A Status Setting ..... 40
4.7.3 Timing Downloading Record ..... 40
4.7.4 Management PW Setting ..... 41
4.7.5 Database Linking Setting ..... 42
4.7.6 Exit System ..... 43

4.8 Software Interface Setting ..... 43
4.8.1 Interface Skin Color ..... 43
4.8.2 English/Chinese Interface Converting ..... 44
5 Background Management ..... 46
5.1 Log in system ..... 46
5.2 System settings ..... 47
5.2.1 Parameters Settings ..... 47
5.2.2 Administrators ..... 49
5.2.3 Administrator's Password Set ..... 50
5.2.4 Modified Record Log ..... 50
5.2.5 Managing Log ..... 51
5.2.6 Set Database Link ..... 52
5.2.7 Exit System ..... 53
5.3 HR management ..... 53
5.3.1 Department management ..... 53
5.3.2 Staffer maintenance ..... 54
5.4 Attendance Management ..... 56
5.4.1 Holidays List ..... 56
5.4.2 Timetable and Shift ..... 57
5.4.3 Staffer Scheduling ..... 62
5.4.4 Attendance Records ..... 64
5.4.5 Attendance Calculating and Report ..... 66
5.5 Deal with exceptions ..... 73
5.5.1 Away on Business/ Leave ..... 73
5.5.2 Append Record ..... 74
5.5.3 Append Record collectively ..... 75
5.5.4 Dealing with collectively late / early ..... 75
5.6 Data maintenance ..... 76
5.6.1 Import Staffer List ..... 76
5.6.2 Import Attendance Records ..... 77
5.6.3 Clear Obsolete Data ..... 78
5.6.4 Compress Database ..... 78
5.6.5 Backup Database ..... 78

5.6.6 Initialize System ..... 78
5.7 External program management ..... 78
5.7.1 External program Management ..... 79
5.7.2 Connect To Time and Attendance Machine ..... 79
6 FAQ ..... 81
6.1 My fingerprint has been enrolled but often failure in identification ..... 81
6.2 T&A system can't be connected with PC ..... 81
6.3 No records found though staff have clocked in/out ..... 81
6.4 The user can not identify ..... 82
6.5 Staffers can’t pass although he used the ID+FP mode ..... 82
6.6 The unit beeps automatically when no one punches in/out ..... 82
7 Appendix ..... 84
7.1 Interface illustration ..... 84
7.2 Illustration of pressing finger ..... 84

# Chapter 1 Introduction

The main theme of this chapter is the feature of this T & A, as well as function introduction.

# 1 Introduction

## 1.1 OA200 Introduction

OA200 is the multifunctional standalone T&A and access control system newly launched in 2007. With the use of Anviz optical fingerprint sensor and new fingerprint recognition algorithm, OA200 can identify all difficult fingerprints and has solved the long-lasting problem in fingerprint recognition field.

OA200 is a wall mounted fingerprint T&A and access control system with 128*64 blue LCD. This model can be used stand-alone or connected via TCP/IP. OA200 can control door lock for access control. Fingerprint identification provides high security level. The original time attendance records can also be kept in the units.

**OA200 Fingerprint Time & Attendance System**

Function:

- Standalone model, compact design, easy installation and user-friendly interface
- Blue 128 x 64 dotted LCD
- Philips industrial CMOS chip, reliable performance
- Anviz optical sensor, durable and maintenance free
- Excellent identification speed: less than 1 second

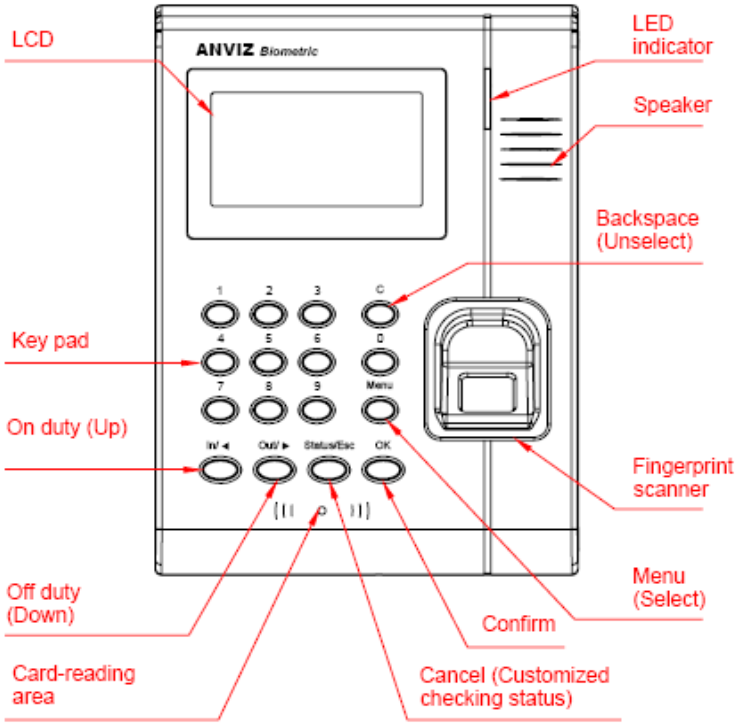
- Several verification modes: fingerprint only, ID Card only, fingerprint + ID card and password
- Optional EM card reader
- Relay for simple access control and Wiegand output to work with standard access controller
- 16 customizable checking status for easy payroll software integration
- Voice prompt, three-color LED indicator
- Communication method: RS232 and TCP/IP
- User capacity: 2000
- Fingerprint capacity: 1760
- Card capacity: 2000
- Record capacity: 50000
- Size: 190 x 140 x 30 (mm)

# Chapter 2 Operation Guide

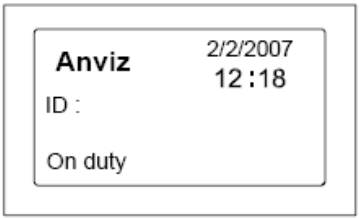
This chapter is mainly about appearance illustration and relevant system settings such as how to add and delete users etc.

# 2 Operation Guide

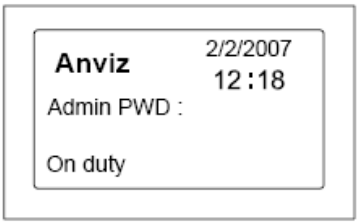
## 2.1 Keypad introduction



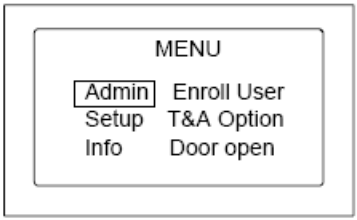

## 2.2 Default LCD




Press【Menu】to enter management password interface as follows:



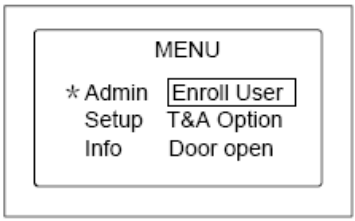
Enter default password 8888, press【OK】to confirm and the system will enter menu management interface as follows:




Please note: Pressing 【In】or【Out】 can shift the menus. 【In】: Up. 【Out】 Down.

2.3 Admin Management

Select【Admin】menu and press【OK】to select【Enroll User】menu as follows:

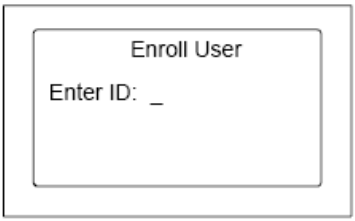



Same as above,【In】and【Out】can be used to move up or down.

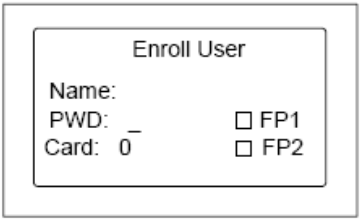
2.3.1 Enroll User

Select 【Enroll User】 menu, press【OK】to enter user enrollment interface as follows:

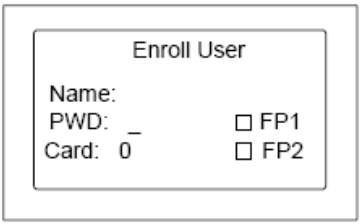
For instance, enter ID: 118




Enter ID and pres【OK】to enter user enrollment interface as follows:



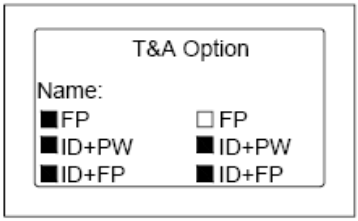

Please note: If the name of staffer ID 118 has been uploaded to the unit already in the software, his name will be displayed instead of his ID as follows:




At this time, either password or fingerprint can be enrolled. Press the finger twice on the scanner and the voice prompt will come along. The box on the left of FP 1 will turn to black and highlighted part will move to FP2 to start the enrollment of the second fingerprint. After the fingerprints are successfully enrolled, press【OK】to save and enter enrollment status for the next staffer. Press【Start/Esc】will exit the menu without saving the enrolled fingerprints.

2.3.2 T&A Option

Select【T&A option】and press【OK】to enter identification method interface. Enter ID and press【OK】to enter setting interface as follows:

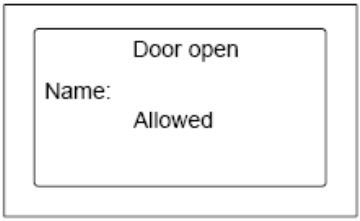



**Please note:** Press【C】and【Menu】to select or unselect. After setting is completed, press【OK】to confirm.

2.3.3 Door Open

Select【Door open】menu, press【OK】to enter access permission interface as

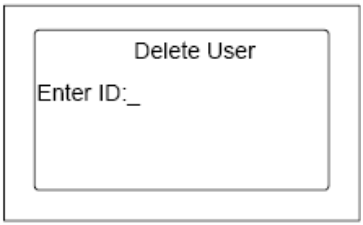
follows:



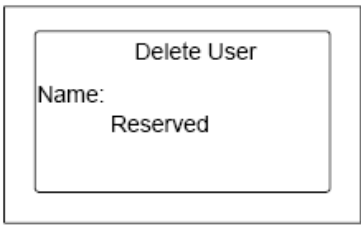

Please note: Press【C】or【Menu】to allow or prohibit door opening for certain staffer. Complete the setting and press【OK】to confirm.

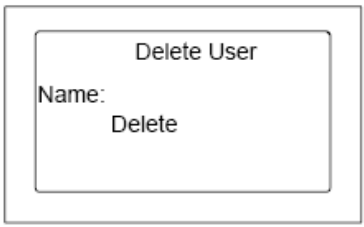
2.3.4 Delete User

Select【Delete user】 menu, press【OK】to enter user deletion interface as follows:




Enter ID and press【OK】to enter deletion setting. User deletion or reservation can be set as follows:

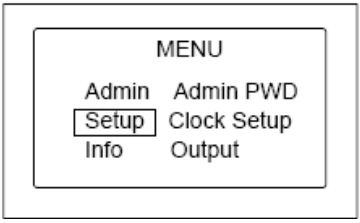


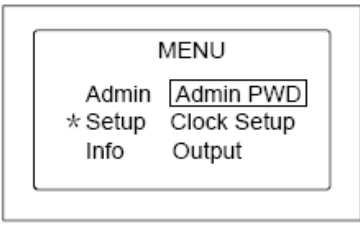

Please note:【C】and【Menu】can be used to shift between reservation and deletion. After the setting is completed, press【OK】to confirm.

2.4 System Setup

Select【Setup】as follows:

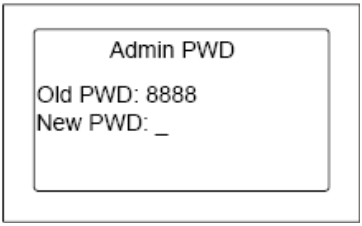



Press【OK】to select from sub-menu as follows:




2.4.1 Admin password

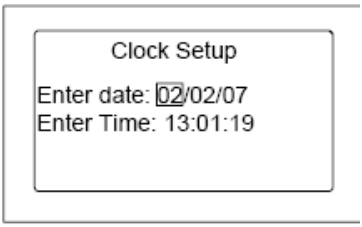
Select 【Admin PWD】, press【OK】to enter admin password interface as follows:




Enter new password, press【OK】to confirm and exit admin password interface.

2.4.2 Clock setting

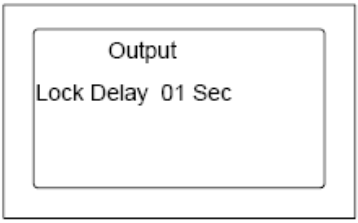
Select【Clock setup】and press【OK】to enter clock setting interface as follows:




Set date and time, press【OK】to confirm and exit admin password interface.

2.4.3 Output for access control

Select【Output】and press【OK】to enter access control output interface as follows:

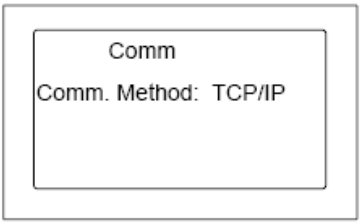



Please note: 【In】and【Out】can be used to set time.

Press【OK】to confirm and exit access control output interface.

2.4.4 Communication

Select 【Comm】 menu and press【OK】to enter communication method interface as follows:

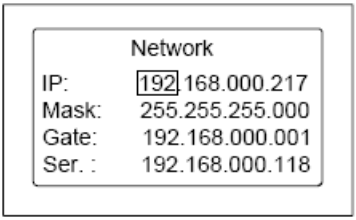



Please note: There are two communication methods: TCP/IP and RS232.【In】and【Out】can be used to select.

Press【OK】to confirm and exit communication method interface.

2.4.5 Network setting

Select【Network】menu and press【OK】to enter into network setting interface as follows:

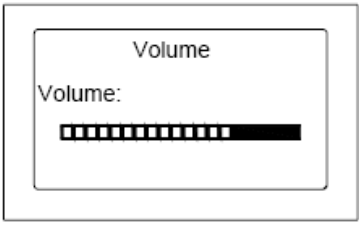



Please note: 【In】and【Out】can be used to select different fields.

Press【OK】to confirm and exit network setting interface.

2.4.6 Volume

Select【Volume】menu and press【OK】to enter volume setting interface as follows:

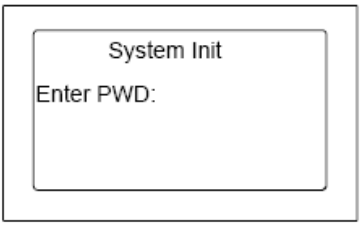



Please note:【In】or【Out】can be used to increase or decrease volume.

Press【OK】to confirm and exit volume setting interface.

2.4.7 System Initialization

Select【Init】menu, press【OK】to enter system initialization interface as follows:

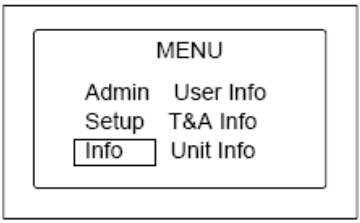



Enter password (Admin password) and press【OK】to confirm the system initialization.

Please note: The data can't be recovered after initialization. Please be cautious!

2.5 System information

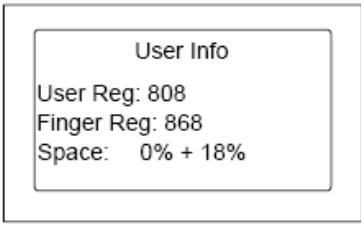
Select【Info】menu as follows:




Press【OK】to enter sub-menu.

2.5.1 User Information

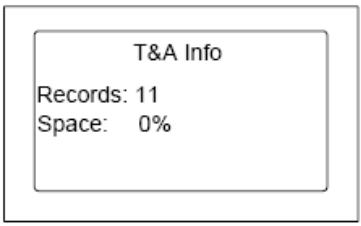
Select【User Info】menu and press【OK】to enter user information interface as follows:




User information includes: enrolled user, enrolled fingerprint and used space information.

2.5.2 Time Attendance Information

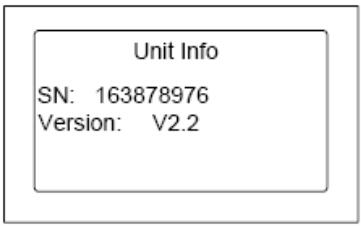
Select【T&A info】menu and press【OK】to enter time attendance information interface as follows:




Time attendance information includes record and used space information.

2.5.3 Unit Information

Select【Unit info】menu, press【OK】to enter unit information interface as follows:




Unit information includes: product serial number and firmware version.

Please note:【Start/Esc】or【OK】can be used to exit.

# Chapter 3 System Installation

This chapter mainly discusses the installation and un-installation of T&A software as well as the hardware and operation system requirement.

# 3 System Installation

First we should install background management software on the computer. Please refer to the following steps:

## 3.1 Operation environment

**Hardware requirement:**

Pentium Ⅱ 266 and above; PentiumⅢ500 and above is recommended;

128 Memory and above; Minimum 100M hardware space;

COM (USB Port);

CD-ROM (CD-ROM needed in installation);

VGA support 800*600 resolution and above;

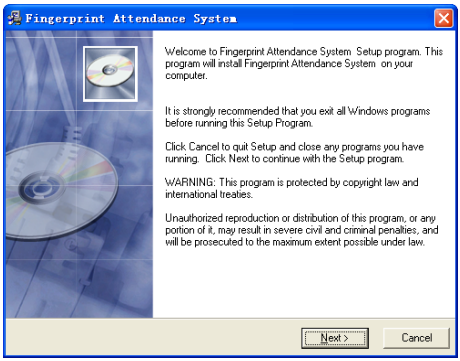
**Operation system:**

Microsoft Windows 2000/XP(recommended);

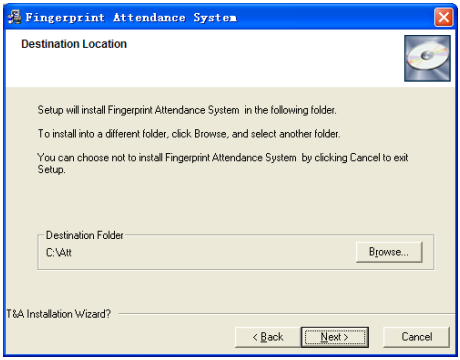
Microsoft Windows Vista;

## 3.2 System installation

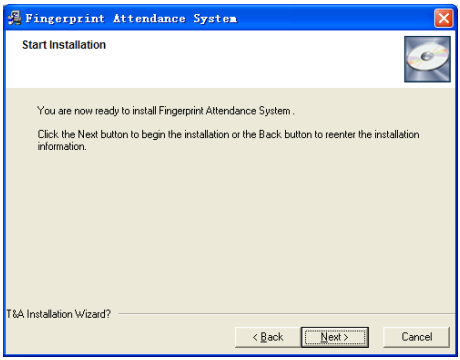
Please insert T&A disc into CD-ROM and the disc will automatically run the installation program. If not, please run setup.exe in the root directory of the disc. The following window will pop up:


Fingerprint Attendance System
Welcome to Fingerprint Attendance System Setup program. This program will install Fingerprint Attendance System on your computer.
It is strongly recommended that you exit all Windows programs before running this Setup Program.
Click Cancel to quit Setup and close any programs you have running. Click Next to continue with the Setup program.
WARNING: This program is protected by copyright law and international treaties.
Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.
Next >
Cancel

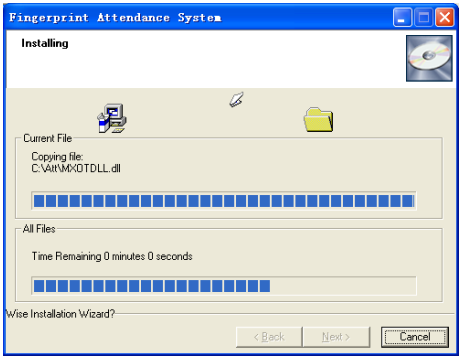
Click “Next” to continue installation (see the picture below :)


Fingerprint Attendance System
Destination Location
Setup will install Fingerprint Attendance System in the following folder.
To install into a different folder, click Browse, and select another folder.
You can choose not to install Fingerprint Attendance System by clicking Cancel to exit Setup.
Destination Folder
C:\Att
Browse...
T&A Installation Wizard?
< Back
Next >
Cancel

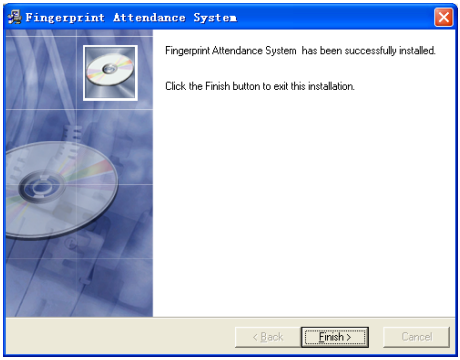
Select the target directory to install the program and the default is “C:\Att”. Click “Next” to continue installation (see the picture below :)


Fingerprint Attendance System
Start Installation
You are now ready to install Fingerprint Attendance System.
Click the Next button to begin the installation or the Back button to reenter the installation information.
T&A Installation Wizard?
< Back
Next >
Cancel

Click “Back” and installation will return to the previous screen and re-select target directory; Click “Next” and the installation will start as the following picture shows:

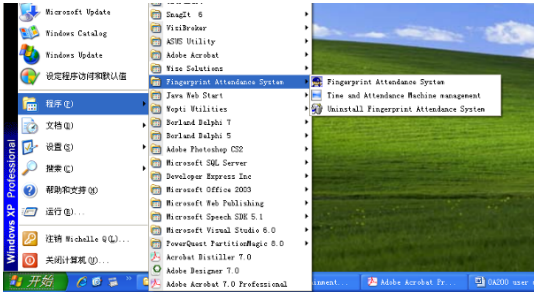



The installation will be done after seconds (see the picture below :)


Fingerprint Attendance System
Fingerprint Attendance System has been successfully installed.
Click the Finish button to exit this installation.
< Back
Finish >
Cancel

Click “Finish” to close the installation program and an icon

will be added to the desktop. Double click it and the T&A management system will be started. In addition, “Time and Attendance System” has been added to “All Programs”. Please see the picture below:




The shortcut of “Time and Attendance System” is included in “All Programs”

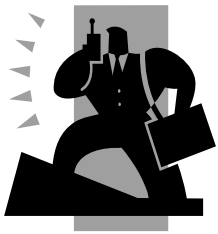
3.3 Uninstall the program

Click “Uninstall Time and Attendance System” in the above picture, click “Next” and the program will be uninstalled automatically.

Please note: All the files and data will be deleted after uninstalling the program so please make sure before operation.

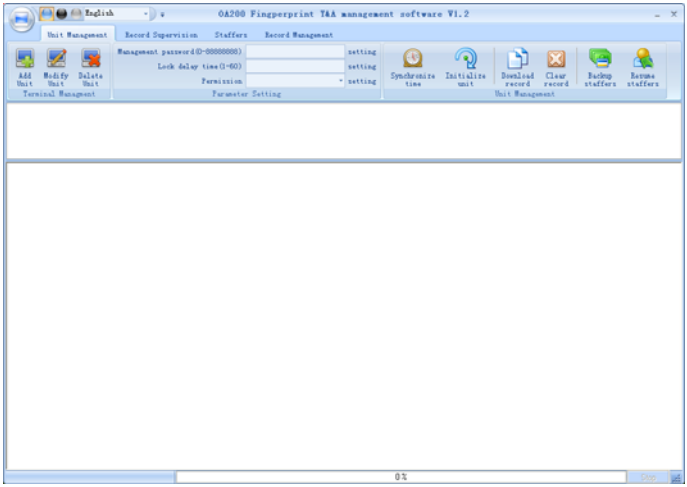
# Chapter4 Communication

The chapter is mainly about how to add, delete and set communication between PC and terminal.

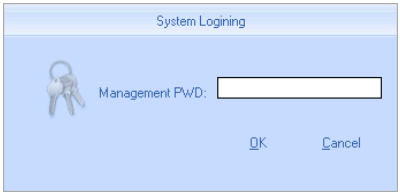


# 4 Communication

Click 【External】on the management menu and choose 【Connect To Time and Attendance Machine】. If the Time attendance management software's login password is empty, the following window will pop up:



If the time attendance software's login password is not empty, you should enter the password firstly.




Enter the password and click the button 【OK】 to login.

If you enter the wrong password 3 times, the software will automatically close.

When you enter a wrong password, a message box pops up as follows:

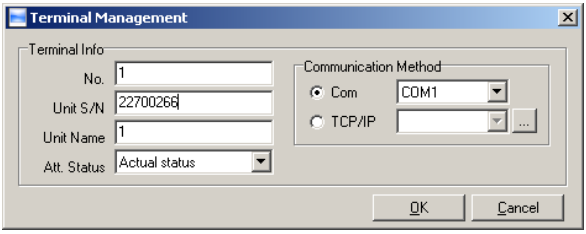
Click the button 【OK】. And then try to enter the correct password.

## 4.1 Terminal Management

T&A Unit Management: Add Unit, Delete Unit, Modify Unit

4.1.1 Add Unit

Click the button 【Add Unit】. Following windows pops up:




**No.**: This number can be set as you like.

**Unit S/N**: Serial number is used to identify every time attendance terminal (this number is on back label as “Serial No”);

**Unit Name**: You can set it as you like.

**Att. Status**: There are three options: Actual Status, on duty and off duty. When we set it as “Actual Status” the attendance records’ status in the software are as same they are in the device (OA200+). If you set it as “ON Duty”, all the records’ status which is from this OA200+ will be “On duty”.

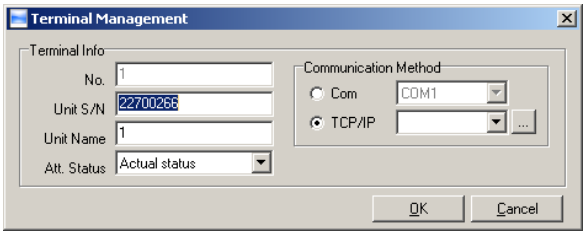
**Com**: The default is Com1 and the 115200bps.

**TCP/IP**: Click the button 【…】 to refresh the option list, you will see all the OA200+’s IP which is in the Network.

Click the button 【OK】to save the information. It displays as follows:

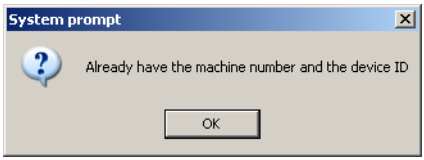

4.1.2 Modify Unit

Choose the terminal and then click 【Modify Unit】, the following window will pop up:




Modify the information and then click the button 【OK】to save the modification. Click the button 【Cancel】 to cancel the modification.

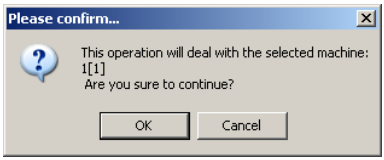
If the “No” is already exist in the software, following message box pops up:




Click the button 【OK】 to set the Unit information again.

4.1.3 Delete Unit

Choose the T&A unit and then click the button 【Delete Unit】. Following message box pops up:



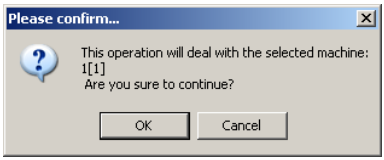

Click the button 【OK】to delete or click the button 【Cancel】to cancel.

4.2 Parameter Setting

Choose the T&A unit firstly. And then we modify its parameter settings.

4.2.1 Set Management Password

Enter one password in the input box. The management password can be 0-99999999. Click the button【setting】. Following message box pops up:




Click the button 【OK】to confirm or click the button 【Cancel】to cancel.

Some operation information displays in the main interface as follows:

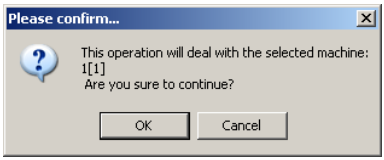
```
[2008-12-10 17:48:03]Setting admin password...
[2008-12-10 17:48:03]1[1]Admin password setting successful!
```

Notice: We use this management password to enter the device menu. You can't use this password to enter the software.

4.2.2 Set Sleep Period

Enter the time period in the sleeping time input box. The time period can be 0-57600. If you set the sleep period as 0, the unit will never sleep.

Click the button 【OK】. One message box pops up as follows:




Click the button 【OK】to confirm or click the button 【Cancel】to cancel.

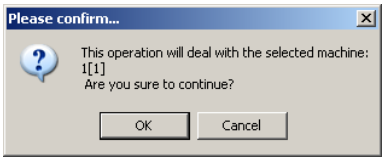
Some operation information displays in the main interface as follows:

```
[2008-12-10 17:48:40]Setting lock delay...
[2008-12-10 17:48:40]1[1]Lock delay setting successful!
```

4.2.3 Set Volume

Enter the volume level in the volume input box. The volume lever is 0-15. If it is set as 0, there is no voice.

Click the button 【setting】. One message box pops up as follows:




Click the button 【OK】to confirm or click the button 【Cancel】to cancel.

Some operation information displays in the main interface as follows:

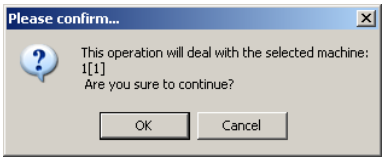
```
[2008-12-10 17:49:13]Setting default privilege...
[2008-12-10 17:49:14]1[1]Default privilege setting successful!
```

4.3 T&A Machine Communication Management

It contains synchronize time, terminal parameter, initialize unit, download record, backup staffers, resume staffers and so on.

4.3.1 Synchronize Time

Synchronize the OA200+'s time with the computer time. Click the button 【Synchronize time】. Following message box pops up:




Click the button 【OK】to confirm or click the button 【Cancel】to cancel.

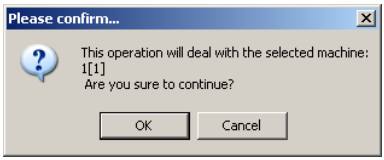
Some operation information displays in the main interface as follows:

```
[2008-12-10 17:50:49]Synchronizing time...
[2008-12-10 17:50:57]1[1]Synchronization successful!
```

4.3.2 Initialize Unit

The machine system will resume to factory settings. All data will be cleaned up. Attention should be taken for this operation!

Click the button 【Initialize Unit】. Following message box pops up:




Click the button 【OK】to confirm or click the button 【Cancel】to cancel.

Some operation information displays in the main interface as follows:

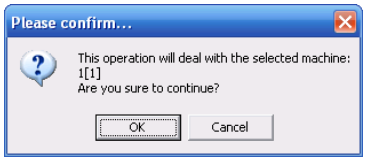
```
[2008-12-10 17:53:32]Initializing...
[2008-12-10 17:53:33]1[1]Initialization successful!
```

The OA200+ takes about 20s to initialize the system. And it restarts after initialization.

4.3.3 Download Records

Download the records from the OA200+ to the computer.

Click the button【Download records】. Following message box pops up:




Click the button 【OK】to confirm or click the button 【Cancel】to cancel.

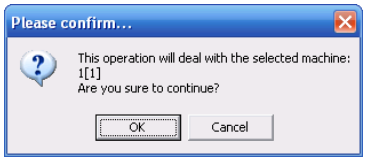
Some operation information displays in the main interface as follows:

```
[2008-07-15 11:41:05]Reading attendance records...
[2008-07-15 11:41:05]Read attendance records:1[1]
[2008-07-15 11:41:06]1[1]Read the records completed,Records:7 ,Read successfully:7
```

4.3.4 Backup Staffers

Download the staffer information and staffers' fingerprint templates from the OA200+ to the computer. You can edit the staffer information in the database Att2003.mdb. The user information is saved in the table "UserInfo" of the database. And the fingerprint templates information is saved in the folder "Template "in the installation directory.

Click the button 【Backup Staffer】. Following message box pops up:




Click the button 【OK】to confirm or click the button 【Cancel】to cancel.

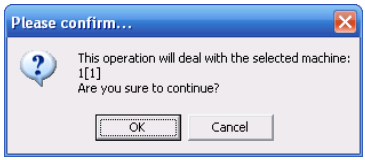
Some operation information displays in the main interface as follows:

```
[2008-07-15 15:23:56]Backupping staffers...
[2008-07-15 15:23:56]Backup staffer:1[1]
[2008-07-15 15:23:56]1[1]Backup staffer information completed,Records:1 ,Read successfully:1
[2008-07-15 15:23:56]1[1]Backuping fingerprints...
[2008-07-15 15:23:56]1[1]Backup staffers and fingerprints completed!
```

### 4.3.5 Resume Staffers

Upload the staffer information and staffer's templates from the computer to the OA200+.

Click the button【Resume staffers】. Following message box pops up:




Click the button 【OK】to confirm or click the button 【Cancel】to cancel.

Some operation information displays as follows:

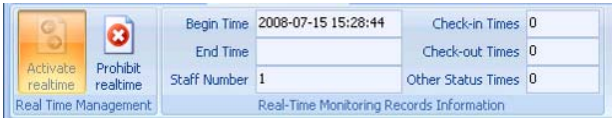
```
[2008-07-15 15:30:32]Resume staffers…
[2008-07-15 15:30:32]Resume staffers: 1[1]
[2008-07-15 15:30:32]Backup staffer completed!
```

## 4.4 Record supervision

### 4.4.1 Activate Real-time

Real time function enable track the attendance records in unit at any time.

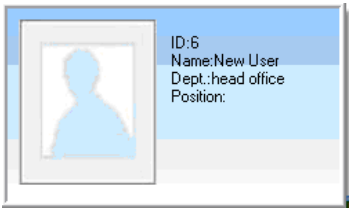
Choose terminals need to be set monitor. Click 【Activate real time】 button, status menu will show 'Activate real time monitor….', after completed, it will show 'Activate real time monitor function completed'. Progress bar will finish at 100%.The start time of real-time monitor records information will be shown as the PC's current time. The interface is as following,




After activating real time monitor, when a user makes attendance record on unit, the record will appear directly in the list of the window below. Meanwhile, real-time monitor records information will show the user number who does attendance records.

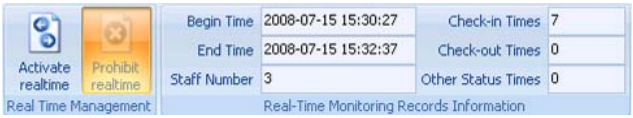
| No. | Name | Date/Time | Status Descrption | Unit No. | Unit S/N | Unit name | Department | Position |
|---|---|---|---|---|---|---|---|---|
| 7 | New User | 2008-07-15 15:30:33 | In | 1 | 1 | 1 | head office | |
| 6 | New User | 2008-07-15 15:30:52 | In | 1 | 1 | 1 | head office | |
| 6 | New User | 2008-07-15 15:30:53 | In | 1 | 1 | 1 | head office | |
| 6 | New User | 2008-07-15 15:30:55 | In | 1 | 1 | 1 | head office | |
| 7 | New User | 2008-07-15 15:30:57 | In | 1 | 1 | 1 | head office | |

During real-time monitor process, when each staff passes attendance, there will pop-up the staff info at the right-down corner likes following shows,




4.4.2 Prohibit Real-time

Click 【Prohibit real-time】 button ,status menu will prompt 'Prohibit real-time monitor…'. After completed, it will show 'Prohibit real-time monitor completed'. Progress bar will finish at 100%. The start time of real-time monitor records information will be shown as the pc's current time. The interface is as following,

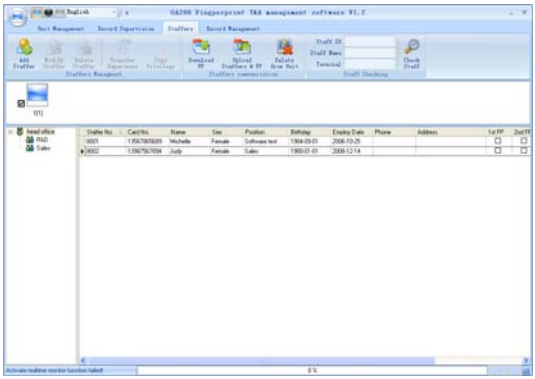



After real-time monitor prohibited, real-time monitoring records info will still exist. If reactivate real-time function, the info will be totally cleared, but the attendance records in the list will not be cleared.

4.5 Staffers Management

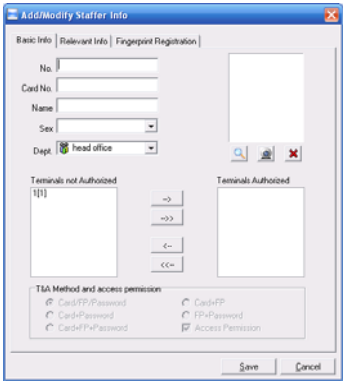
Staffers management mainly includes these functions: staffer management in database of local PC、staffer communication management between PC and unit、staffer info tracking.

Staffer management interface is as following,



4.5.1 Add Staffer

Click 【Add staffer】button, open 【Add/modify staffer info 】window which includes 3 page info: Basic info、relevant info、fingerprint registration. The interface is as following:

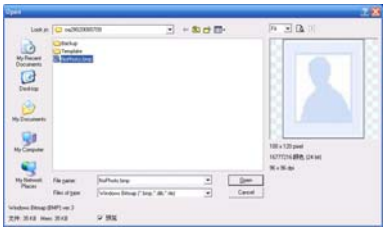



Basic info:

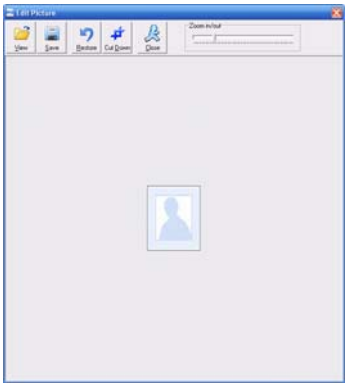
Input staff info in 【Basic info】. You can also add pictures for staff. There are two ways to add pictures:

1st way: Click 【 】button, choose staffer's picture stored in PC and open 【Edit picture】 window as following,

Click 【view】 button, it will pop-up 'Open' window, choose staffer's picture in its directory:



Click 【Open】button to open picture:



Firstly you need to cut the picture. Use the mouse to choose the area needed cut. You can also mouse to pull adjusting the area. Then click 【Cut down】button. After cutting down, the picture is as following,

If you are not satisfied with it, click 【resume】button to restart cutting down picture. If you want to cancel this operation, please click【close】button and exit to【Add/modify staffer info 】window.

After cutting down the picture completed, click 【Save】 button to save picture and exit to 【Add/modify staffer info 】window. Then this staffer's picture will show at the right-up corner as following,

2nd way: You can install camera to take pictures and edit then save. Make sure there is camera equipment installed in your PC.

Click 【 】 button, open 【Pictures shooting】 window as following,

Choose camera equipment, the buttons in menu will be activated since the image shows. Adjust the image then click 【take pictures】button. The picture will show below. Then please use mouse to choose the cut down area as following,

Next the way of cutting down picture is the same as 1st way. Please refer to it.

When staffer's picture exists but you don't want to set picture for staffer, you can click 【 】 button to clear the staffer picture.

After setting staffer's picture completed, the next step is to authorize the staff to attendance terminal. (For example, the head office has two sub-companies 1, 2, if the staffer belongs to sub-company 1, so he should be authorized to the terminal named Sub-company 1).

Choose the terminal the staffer belongs to in 【Terminals not authorized】, click 【-->】(add single) or 【-->>】(add all) button and add it to 【Terminals authorized】 list. You can also use 【<--】or【<<--】button to delete 【Terminals authorized】as following,

If there is no input ID and authorize terminals, there will be system prompt:

Click 【OK】 button to input staff info again.

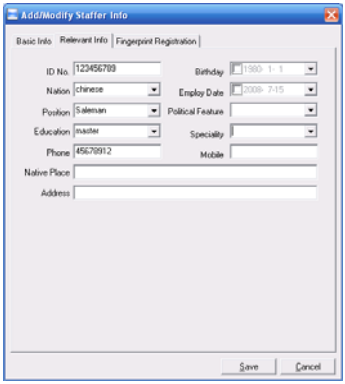
After authorizing terminal info, the next step is to set staffer T&A method and access permission. OA200+ has 5 identification methods. When adding staffer information in software, default status is card/FP/password T&A method and access permission

allowable.

Firstly choose the terminal in 【terminals authorized】 list then set T&A method and access permission as following,

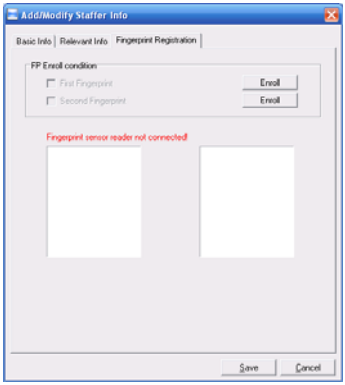
**Prompt**: you must choose the terminal in【terminals authorized】list , else【T&A method and access permission】is limited.

Relevant info: click 【Relevant info】option, input information in these items as following,

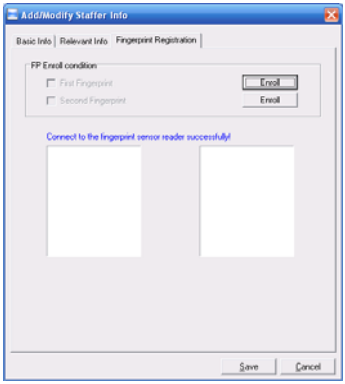



Fingerprint registration: click 【Fingerprint registration】option and connect FP sensor reader to register FP.

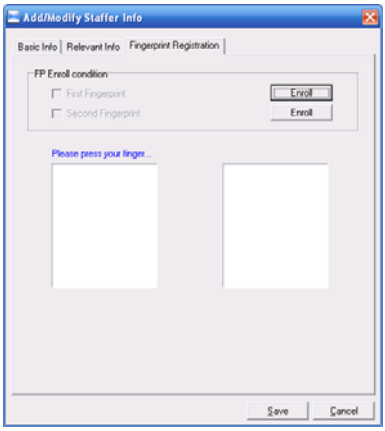
If there is prompt ‘Fingerprint sensor reader not connected’ as following,




Please firstly connect sensor to PC, when the prompt info becomes to 'Connect to fingerprint sensor reader successfully', you can start to register FP as following,




Click 【Enroll】 button, 'Please press your finger' will prompt as following,



Then press your finger on the sensor scanner glass to register FP. After success, the interface will show below,

Register the second finger in the same way. After success, the interface is like below,

After setting staffer info completed, click 【save(S)】 button to save staff info. If you need cancel the staffer info added, click 【Cancel(C)】 button.

4.5.2 Modify staffer

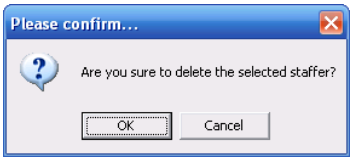
Modify staffer is to modify the database staffer info in local PC.

Choose the staffer info from staffer info list and click 【Modify staffer】button or double click this staffer info, open 【add/modify staff info 】window to modify. For detail, please refer to 4.5.1 【Add staffer】.

4.5.3 Delete staffer

Delete staffer is to delete database staffer info in local PC.

Choose staffer from staff info list (you can choose some or one through 【Shift】 or 【Ctrl】 key), click 【Delete staffer】and the following window pop-up,




4.5.4 Transfer department

When staffers are transferred, there is necessary to transfer them between different departments. Transfer department enable realize this function.

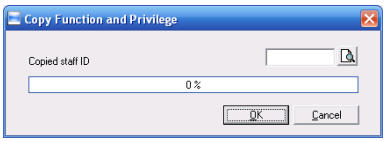
Choose staffer info who need to transfer department in staffer info list (you can choose some or one through 【Shift】 or 【Ctrl】 key), click 【transfer department】to open 【Staffer transfer】window as following,

Choose the department which staffer transfer to, click 【OK】 button to save transfer info. Click 【Cancel】 button to exit.

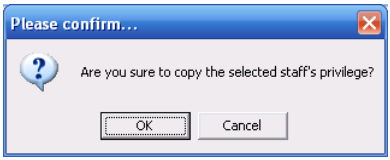
4.5.5 Copy privilege

Copy privilege is to copy staffers' T&A method and access permission.

Choose staffer info who need to set T&A method and access permission in staffer info list (you can choose some or one through 【Shift】 or 【Ctrl】 key), click 【Copy privilege】to open 【Copy privilege】window as following,



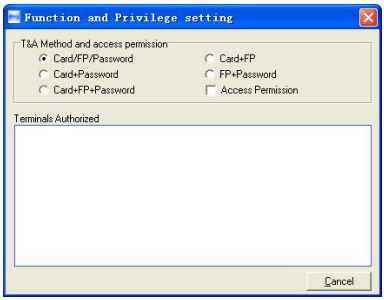
Input the staffer ID who will be copied and click 【OK (O)】, system will pop-up confirm info:




Click【OK (O)】button and it will start coping privilege. Click【Cancel】button to exit. After copying completed, system will prompt as following,

Click 【OK】 button to save this operation.

During inputting staffer ID who are copied, if you want to check his/her privilege status, click 【privilege setting status】 window to check as following,

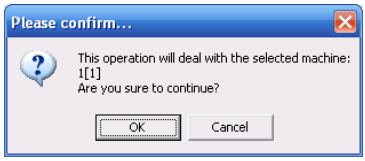



□Prompt: when 【privilege setting status】window opens, all functions in 【copy privilege】 window are limited. Only firstly click 【exit(C)】 button and close 【privilege setting status】 window, you can do other operations.

4.5.6 Download FP

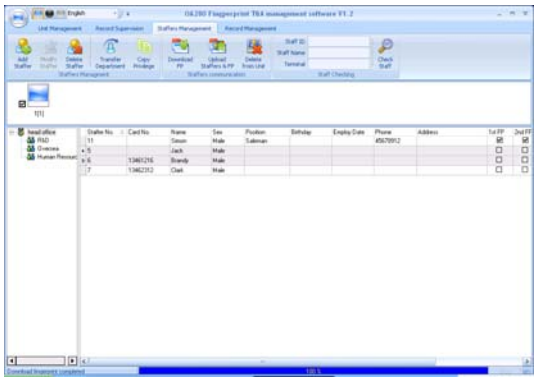
Download FP is to download staffers' FP stored in attendance terminal to PC which will not download staffer info. Please make sure staffer info has existed before downloading FP.

Choose staffer info who need to download FP in staffer info list (you can choose some or one through 【Shift】 or 【Ctrl】 key), click 【download FP】and system will prompt if the operation will continue or not, as following,




Click 【OK】 button and start download the staffers' FP info from terminal. Click 【Cancel】 to exit.

After downloading completed, status menu will prompt 'Download fingerprint completed' as following,

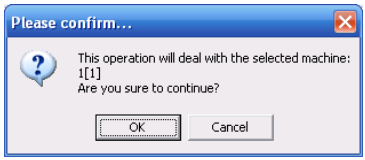


4.5.7 Upload Staffer & FP

Upload staffer & FP is to upload staffer info stored in PC to terminal.

☺Note: the function of 'upload staffer & FP' is the same as 'resume staffer' which both store staffer info to terminal. The difference is upload staffer & FP enable user choose staffers who need to be uploaded but 'resume staffer' is to upload all the staffers stored in database to terminals.

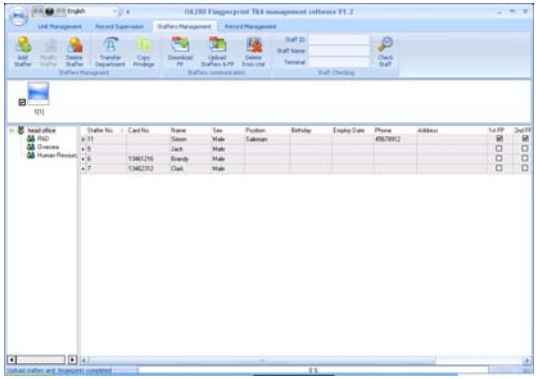
Choose staffer info who need to upload FP in staffer info list (you can choose some or one through 【Shift】 or 【Ctrl】 key), click 【download FP】and system will prompt if the operation will continue or not, as following,




Click 【OK】button to upload staffers' info and FP from PC. Click 【Cancel】 button to exit.

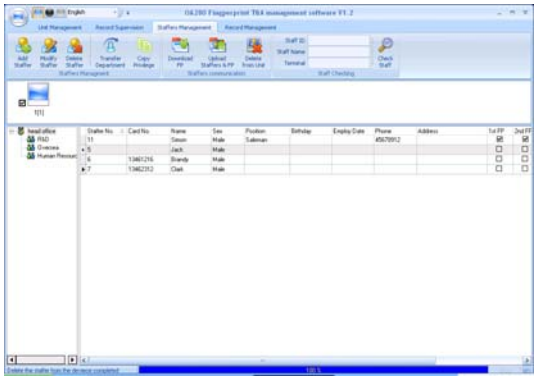
After uploading completed, the status menu prompts 'Upload staff and fingerprint

completed' as following,



4.5.8 Delete Staffer from unit

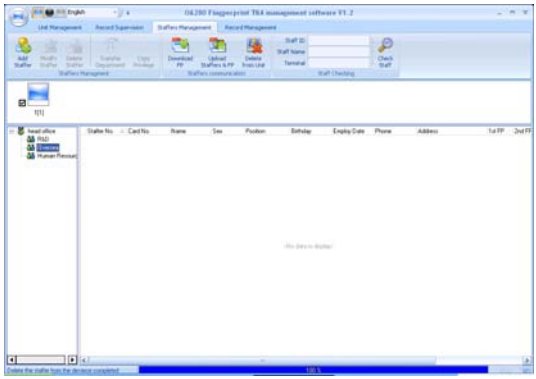
'Delete staffer from unit' is meaning delete staffer info from unit through software. Choose staffer info need be deleted in staffer info list (you can choose some or one through 【Shift】 or 【Ctrl】 key), click 【delete staffer from unit】and system will prompt as following,



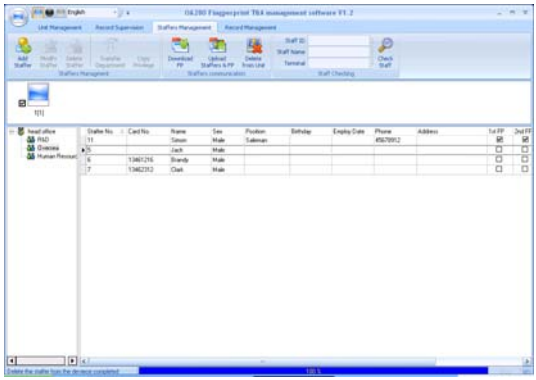
After deletion successfully, the terminal device ID the staff belong to will be deleted from 【unit 】as following.

4.5.9 Check Staff

Input the info of the staffer like ID, name, unit location which are no necessary to fill up. Click 【Check staff】 button and correct staffer info will show in the list,



If you don't input any staffer info, click 【Check staff】button, the results are all the staff info.

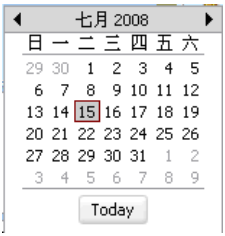


4.6 Record Management

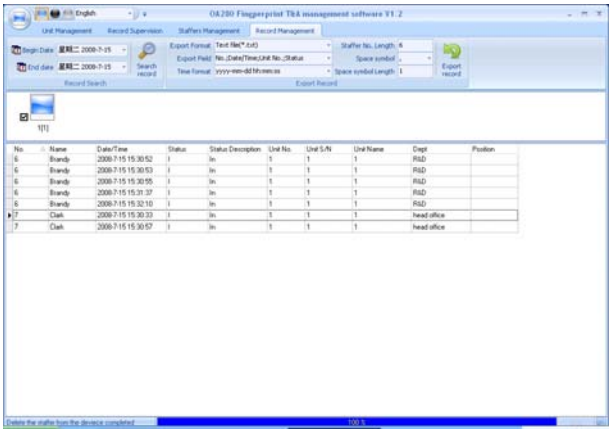
4.6.1 Search Record

Search record is to search the downloaded attendance records in the time range.

Firstly set the date. Click the box after 【Begin date】 and 【End date】, there will pop-up calendar info as following,




Choose the date for checking records, click【Search record】button, all the records according with the date range will show in the list below as following,

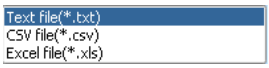


4.6.2 Export Record

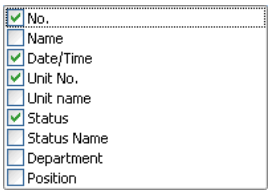
Export record is to backup the data stored in the database of PC to other space, so that if the current database is abnormal, it can be used to resume data.

Firstly set the items in export record such as export format:

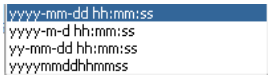
Export format: 3 formats optional: text file (.txt), CSV file (.csv), Excel files (.xls).




Export field: users can choose important fields or all to export.




Time format: 4 formats optional

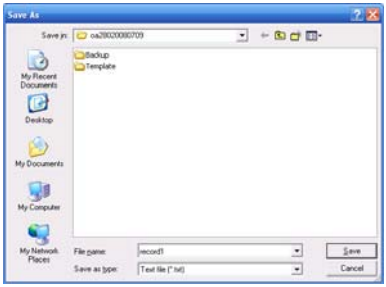



Staffer No. length: set staffer No. length, the default is 6 digits.

Space symbol: space symbol to separate fields

Space symbol length: space symbol bit

After setting completed, click 【Export record】button, open 'Save as' window, choose save file directory, input file name as following,

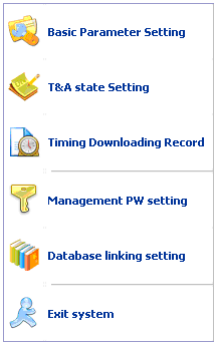



Click 【Save (S)】button, then system will prompt as following,

Click 【OK】button to confirm finishing export records.

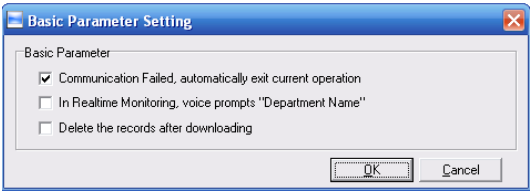
4.7 Other Settings

Click button, pop-up the following menu,




4.7.1 Basic Parameter Setting

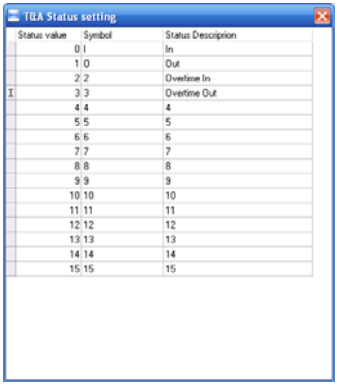
Click 【Basic parameter setting】 item, pop-up 【Basic parameter setting】window as following:



Choose the parameters, click the button 【OK】to save the setting. And pop-up the system prompts:

4.7.2 T&A Status Setting

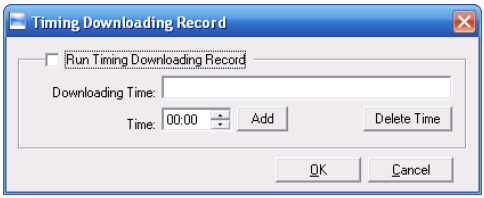
Click【T&A state setting】item, pop-up【T&A status setting】window as following,




Click the state needed modified, input status description, then click 【Enter】or continue clicking other status to set.

4.7.3 Timing Downloading Record

Click 【Timing downloading record】item, pop-up 【Timing downloading record】window as following:




Firstly tick Run timing downloading record item, then set timing downloading function. Or else, this function is limited.

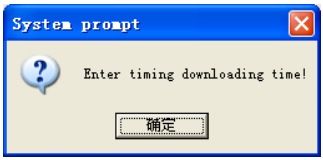
Click【 】button to adjust time, and【add】button to add the set times to【Timing downloading record】input box.

Note: the input box does not allow input by hand.

Click【OK】button to confirm running timing downloading record function and system will prompt:

Click 【Cancel】button to cancel the timing downloading settings.

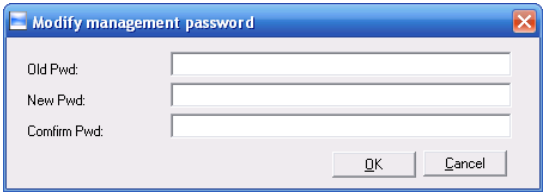
If no set time, click 【OK】 button, system will prompt:




Click 【OK】button and set the timing downloading time again.

4.7.4 Management PW Setting

Click 【Management PW setting】 item, open 【Modify management password】 window as following,




Old password: default password is empty. If user has modified password, please input this password which is used to log on system. If it's wrong, system will prompt,

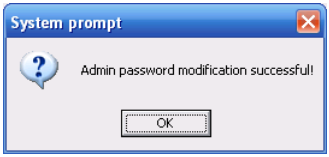
Click 【OK】and input old password again.

New Pwd: the password user wants to set

Confirm Pwd: input new password again to confirm. If confirm Pwd is different from new one, system will prompt:

Click 【OK】 button to input confirm password again.

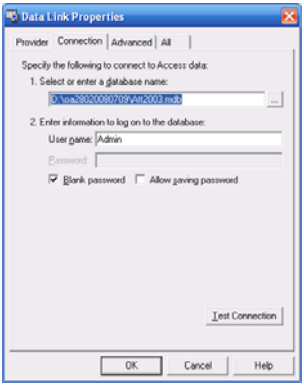
After modifying completed, click 【OK】 button to save new password and system will prompt:



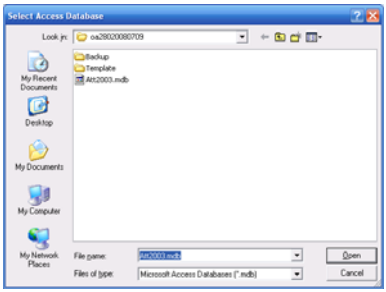

Click 【Cancel】 button to exit.

4.7.5 Database Linking Setting

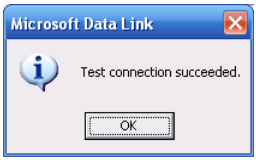
Click 【Database linking setting】 item, pop-up 【Data link properties】 window as following,



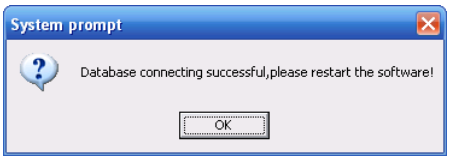

Click 【...】button beside 【1. Select or enter a database name:】to choose the linking database directory.




Choose database name, click 【Open】 button to confirm database linking and exit to 【Data link properties】interface. If database set ID and password, input ID and password in 【2. Enter information to log on to the database】. After completed, click 【Test connection】to test the connection correctness of the database and system prompts,



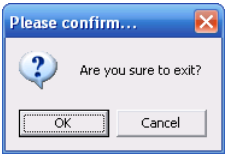

Click 【OK】 button to 【Data link properties】interface. Click 【OK】 button and system prompts,




Click 【OK】 button to exit.

4.7.6 Exit System

Click 【Exit system】 item, pop-up confirm info,

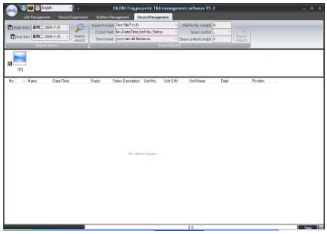



Click 【OK】button to exit management software system. Click 【Cancel】 button to cancel this operation.

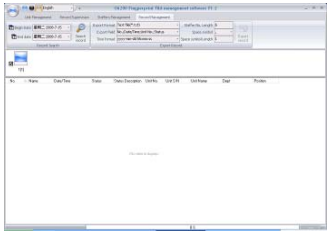
4.8 Software Interface Setting

4.8.1 Interface Skin Color

Choose button in title menu which enable change software interface color. The style is Windows XP system style as following,

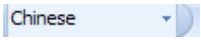


Black

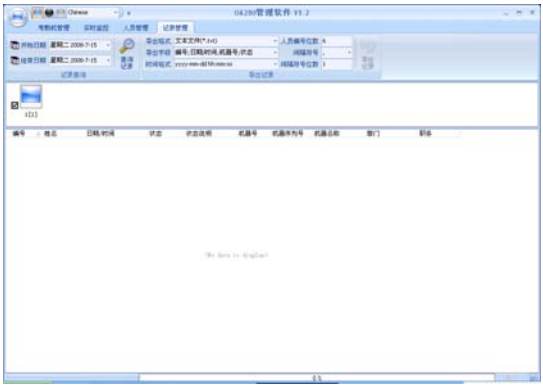


Silver

4.8.2 English/Chinese Interface Converting

Choose 

button in title menu which enable convert between English and Chinese interface. The following is Chinese interface:



# Chapter5 Background Management

The main theme of this chapter is how to collect attendance records from different terminals with management software and generate different reports. The background software can manage staff information, set rules of attendance etc.

.

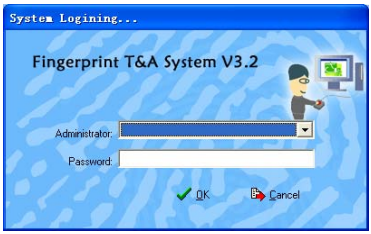
# 5 Background Management

Management software can collect attendance records from different terminals, calculate according to shift setting and finally generate different reports. The background software can manage staff information, set rules of attendance etc.

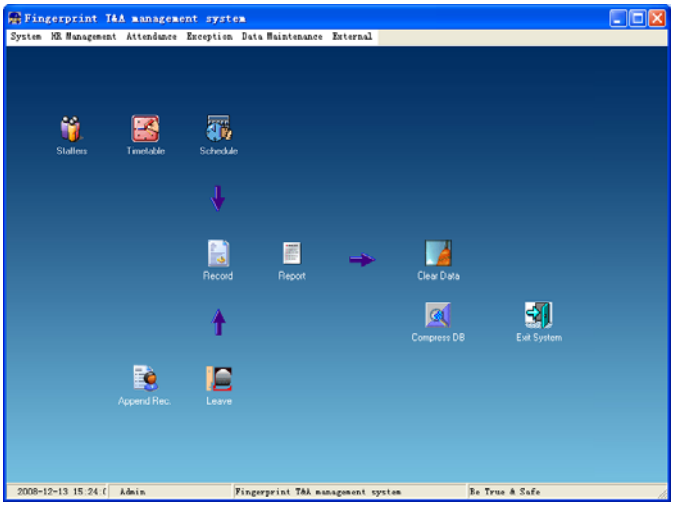
## 5.1 Log in system

Double click the icon

on the desktop to start the attendance background management program. The log-in interface will pop up as follows:




The default administrator‘s name is “Admin” and password is empty. Log in system and the following interface will be displayed:




The main interface includes three parts:

1. System menu: Include the whole function module& information

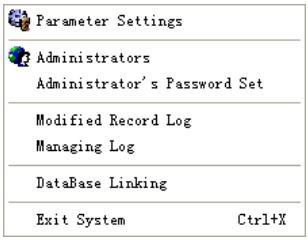
2. Shortcut button: Shortcut button of common function module, array in working order, easy to work on

3. Status column: Show the current time, logged-in administrator and system

information.

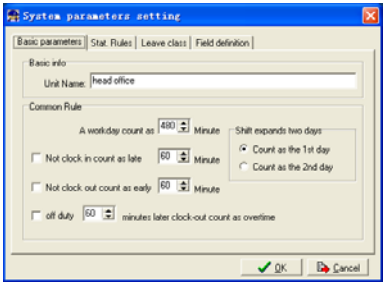
5.2 System settings

Click【**System**】 on the main menu, following springs:




5.2.1 Parameters Settings

Click 【**Parameters settings**】 in 【system】 menu. The following window will prompt:




Pic5.1 Parameters Settings

Basic parameters:

Set your company name, the default is “Head office”

Input your company name that will be deemed as the head of departments list.

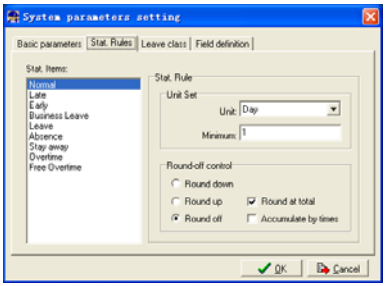
A working day count as how many minutes is the base for time attendance calculation which will be the transition standard to calculate the late to work/early to leave /free overtime items, minute is the good transition standard of hours and working day.

“Late for work as how many minutes” can be set when no clock-in on duty, “early to leave as how many minutes” when no clock out for off duty. Free overtime work can also be calculated on the base that how many minutes working after off duty time.

“Shift expand two days” is set under real condition.

Stat. Rules:

Click page【**Stat. Rules**】in Pic5.1, following shows:




This page describes the stat. rules of items: normal, late, early, business leave, leave, absence, overtime, free overtime.

Accumulate by times: Only calculate the total times, display the accumulated times in report.

Round at total: Add up the total time and then round according to corresponding unit.

Round down: Abandon the decimal regardless it is. For example, if the minimum calculation unit is 1 day, if the accumulated time is 1.1 days or 1.9 days, the result of calculation is 1 day.

Round up: Add one unit regardless the decimal is. For example, if the minimum calculation unit is 1 day, if the accumulated time is 1.1 days or 1.9 days, the result of calculation is 2 day.

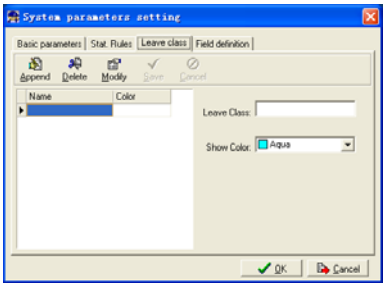
Round off: If the decimal is equal to or over 0.5, add one unit, or else, abandon it.

(Note: the setting of stat. Rules above will directly affect the statistical result

Please make above setting according to the true status of your company to ensure the accuracy of reports.)

Leave class:

Click【**Leave class**】in Pic5.1,following shows:




Add new leave class:

Click【**Append**】, input the name of leave class and choose color and click 【**save**】

to finish.

Revise leave class:

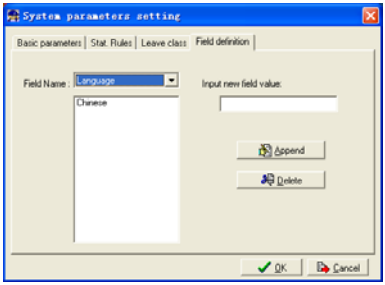
Select the name of leave class which one need to be revised, click【**Modify**】,input new name of leave class and color, click【**Save**】to finish.

Delete leave class:

Select the name of leave class which one need to be deleted, click【**Delete**】,click【**OK**】to finish.

Field definition:

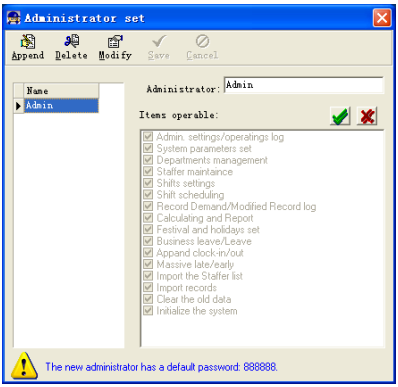
Click 【Field definition】in Pic5.1, following shows:




This page add the corresponding value for 【**Nation**】.【**Specialty**】.【**Position**】.【**Education**】in menu【**Staffer maintenance**】.

5.2.2 Administrators

Click【**System**】-【**Administrators**】, following window shows:




Append new administrator:

Click 【**Append**】—input the name of new administrator within input field of【**Administrator**】, select corresponding privileges below and click 【**Save**】 to

finish adding of new administrator. The default password of new administrator is 888888. Please log in as the new registered administrator and click menu【**System**】--【**Administrator's password set**】 to set new password of administrator for system security.

(Note: When many administrators operate the software, it is necessary to set the access right for each administrator. That is to say: when an administrator log in, the functions he can operate are limited. )

Modify administrator:

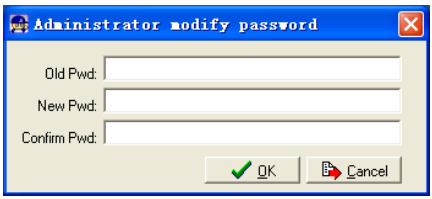
Select the name of administrator, click【**Modify**】, input new name of administrator and corresponding rights in【**Administrator**】and click【**Save**】to finish.

Delete administrator:

Select the name of administrator who will be deleted and click【**Delete**】to finish deleting according to the prompt.

5.2.3 Administrator's Password Set

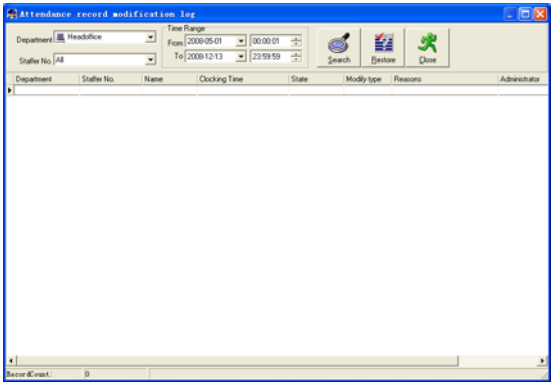
Click menu【**System**】--【**Administrator's password set**】, following springs:



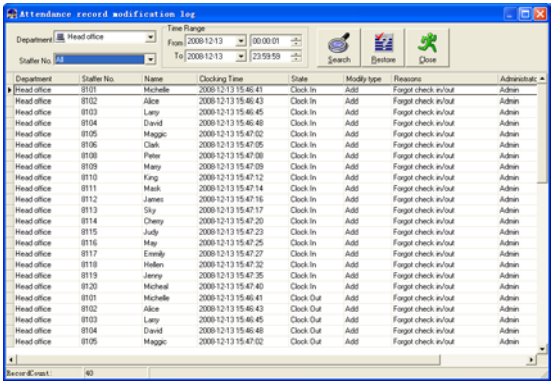

Input the original password in 【**Old Pwd**】, enter the new password in【**New Pwd**】, enter again in【**Confirm Pwd**】and click【**OK**】to finish.

5.2.4 Modified Record Log

Click menu【**System**】--【**Modified record log**】, following springs:




Select department, staffer ID and time range and click【**Search**】and those records which match the above condition will be displayed as follows:

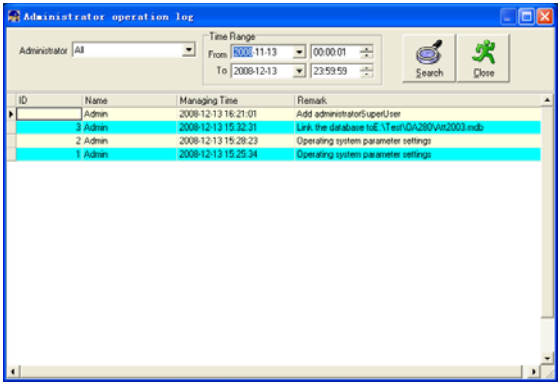

Attendance record modification log
Department:
Head office
Staffer No.
All
Time Range
From
2008-12-13
00:00:01
To
2008-12-13
23:59:59
Search
Restore
Close
Department
Staffer No.
Name
Clocking Time
State
Modify type
Reasons
Administrator
Head office 0101 Michelle 2008-12-13 15:46:41 Clock In Add Forgot check in/out Admin
Head office 0102 Alice 2008-12-13 15:46:43 Clock In Add Forgot check in/out Admin
Head office 0103 Larry 2008-12-13 15:46:45 Clock In Add Forgot check in/out Admin
Head office 0104 David 2008-12-13 15:46:48 Clock In Add Forgot check in/out Admin
Head office 0105 Maggie 2008-12-13 15:47:02 Clock In Add Forgot check in/out Admin
Head office 0106 Clark 2008-12-13 15:47:05 Clock In Add Forgot check in/out Admin
Head office 0108 Peter 2008-12-13 15:47:08 Clock In Add Forgot check in/out Admin
Head office 0109 Mary 2008-12-13 15:47:09 Clock In Add Forgot check in/out Admin
Head office 0110 King 2008-12-13 15:47:12 Clock In Add Forgot check in/out Admin
Head office 0111 Mask 2008-12-13 15:47:14 Clock In Add Forgot check in/out Admin
Head office 0112 James 2008-12-13 15:47:16 Clock In Add Forgot check in/out Admin
Head office 0113 Sky 2008-12-13 15:47:17 Clock In Add Forgot check in/out Admin
Head office 0114 Cherry 2008-12-13 15:47:20 Clock In Add Forgot check in/out Admin
Head office 0115 Judy 2008-12-13 15:47:23 Clock In Add Forgot check in/out Admin
Head office 0116 May 2008-12-13 15:47:25 Clock In Add Forgot check in/out Admin
Head office 0117 Emmily 2008-12-13 15:47:27 Clock In Add Forgot check in/out Admin
Head office 0118 Hellen 2008-12-13 15:47:32 Clock In Add Forgot check in/out Admin
Head office 0119 Jenny 2008-12-13 15:47:35 Clock In Add Forgot check in/out Admin
Head office 0120 Micheal 2008-12-13 15:47:40 Clock In Add Forgot check in/out Admin
Head office 0101 Michelle 2008-12-13 15:46:41 Clock Out Add Forgot check in/out Admin
Head office 0102 Alice 2008-12-13 15:46:43 Clock Out Add Forgot check in/out Admin
Head office 0103 Larry 2008-12-13 15:46:45 Clock Out Add Forgot check in/out Admin
Head office 0104 David 2008-12-13 15:46:48 Clock Out Add Forgot check in/out Admin
Head office 0105 Maggie 2008-12-13 15:47:02 Clock Out Add Forgot check in/out Admin
RecordCount:
40

Note: Modified record log shows all the time attendance record modifications; If there's record that has been revised incorrectly before, it can be recovered by selecting this record and clicking【**Restore**】.

Click【**Close**】to exit.

5.2.5 Managing Log

Click menu【**System**】--【**Managing log**】, following springs:

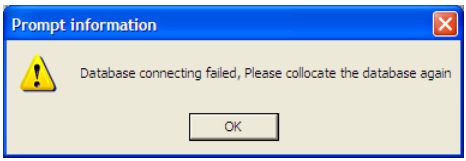



This log records all the operations of every administrator. Select【**Administrator**】and the time range then click【**Search**】to see what operations have been done by this administrator within the selected time range, which makes it possible that the multi-administrators can use the software at the same time.

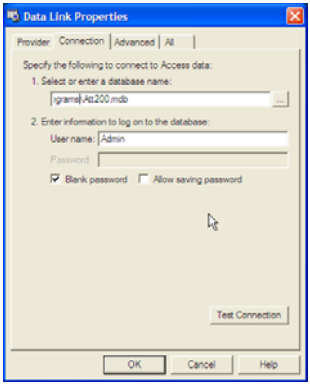
5.2.6 Set Database Link

This system adopts the database interface of Microsoft ADO. The acquiescence database is Access2000.The defaulted is att2003.mdb under the main setup directory. You can set up the database linking again according to the actual conditions.

When the following mistake appears, you should link database again:



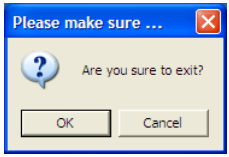

Click 【**Database linking**】in system menu, the following springs.



Input the database name or click the ... button to select the correct database file. . (Note: you can click 【**Test connection**】to test the connection correctness of the database. )

5.2.7 Exit System

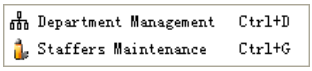
Click 【**Exit system**】in System menu. The following menu springs.




Click ok to exit management software and return to Windows system.

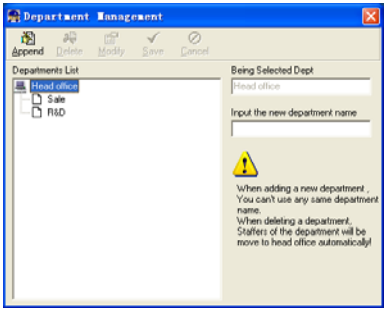
5.3 HR management

Click 【**HR Management**】on the main menu, Following springs:




5.3.1 Department management

Click 【**Department Management**】 in the 【**HR Management**】menu, springs the following window:




Add a new department

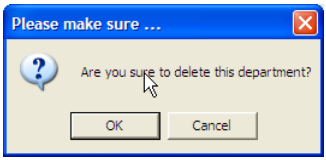
Click 【**Append**】, input the new department name and click 【**Save**】to add a sub department for the chosen department.

Department modification

Choose the department , click 【**Modify**】 and input the new department name, then click 【**Save**】.

Delete the department

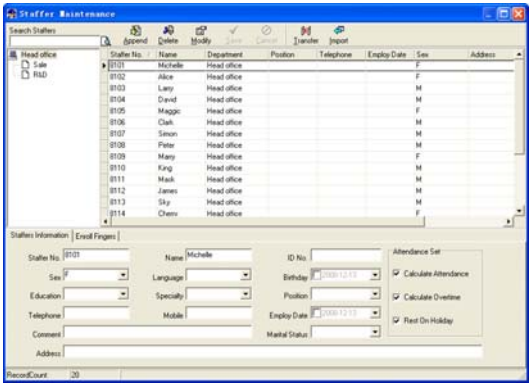
Choose the department , click 【**Delete**】and then click **OK** to complete.




(Note: repetition of department name is not allowed; if there are staffers existing in the deleted department, those staffers will be automatically transferred to department of head office.)

5.3.2 Staffer maintenance

Click 【**Staffer Maintenance**】in 【**HR Management**】 menu, the following window appears:



**Append staff**

Choose the department that the staffs belong to, clicks 【**Append**】, and input staff's information, then click 【**Save**】to complete.

(**Note:** The items of "Calculate attendance", "Calculate overtime", "Rest on holiday" below "Attendance Set" is correlated with report, please set it correctly. If the checkbox of "Calculate Attendance" of this staffer is not checked, there will be no statistical result for this staffer in the report. If checkbox "Calculate Overtime" is not checked, the statistical result of overtime of this staffer will be 0, unless he had【**Temporary Shifts**】which defines as overtime working; If the checkbox of "Rest On Holiday" is not checked, holidays will make no effect on the shifts for this staffer; if the checkbox of "Rest On Holiday" is checked, thus for those holidays, even there are shifts on those days for the staffer, those shifts will be invalid. And if there are time attendance records of this staffer, those records will be deemed as free overtime.

Staff's modification

Choose the staff, click【**Modify**】and input the new information, then click【**Save**】.

(Note: Staffer ID is the exclusive identity of staffer, which can only be added or deleted, but not revised!)

**Staff's deletion**

Choose the staff, click 【**Delete**】and then click 【**OK**】 to complete.

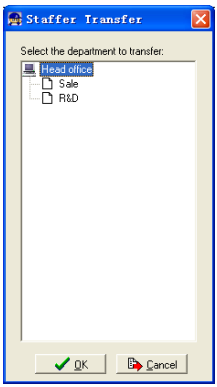
Please be cautious when delete the staff since all this staffer's time attendance records, shift arrangement will be deleted at the same time.

Import staffers:

Click【**Import**】, staffer importation window springs for importing staffers.

**Staff's department shifting**

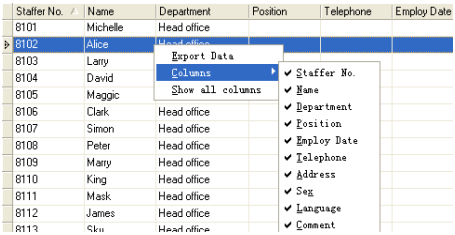
Choose the staff you want to shift the department, click 【**Transfer**】 and following window will pop up:




Select the new department and click 【**OK**】to complete.

Export Staff:

Right-click on staff list and the following window pops:

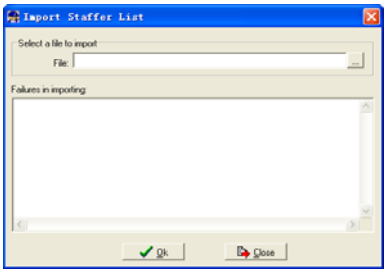



All displayed fields in staff info list can be defined through submenu of "Column".

Meanwhile, the modification will take effect and be saved.

Click【**Show all columns**】to display all fields in the list.

Click【**Export Data**】and following window will prompt:

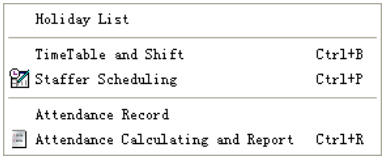



Please select your target directory of your export, file format (txt or xls) and the file name. Click 【**Save**】 to confirm the operation.

Notice: Exported Excel file can be used as backup information and can be imported again.

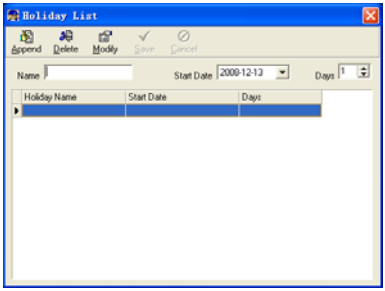
5.4 Attendance Management

Click【Attendance】in the main menu, following springs:




5.4.1 Holidays List

Click 【**Holiday List**】 in attendance menu. The following appears.




**Add festivals or holidays**

Click 【**Append**】 then input the festival or holiday name and the rules. Click【**Save**】when ready.

Modification of festivals or holidays

Select the festivals or holidays you want to revise, then click 【**Modify**】 and input the new information. Click 【**Save**】when ready.

Deletion of festivals or holidays

Select the festivals or holidays you want to delete, then click 【**Delete**】 to perform Deletion of festivals or holidays.

5.4.2 Timetable and Shift

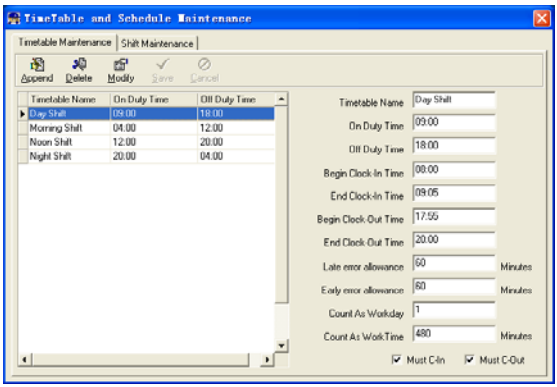
The relationship between shift and timetables:

Shift setup should be done in two steps: First, setup necessary timetables. Second, setup shifts. One or more timetables can be included in one shift.

Timetable is the time period between On-duty and Off-duty required in the company rule. For instance, the company rule requires the working hours be 08:00-12:00 and 13:00-17:00; so 08:00-12:00 and 13:00-17:00 are two timetables. If such a shift needs to be setup, these two timetables should be setup first. Here, we use time table “morning” to indicate “08:00-12:00” and time table “afternoon” to indicate “13:00-17:00”; so two timetables have been setup. (Please refer to the following chapter for details of how to add time tables) and then we can add a shift such as “Normal shift” in which “shift cycle” and “cycle unit” will be setup. Then we should add two timetables - “morning” and “afternoon” so that a shift setup is completed. Brief introduction is mentioned here for you to get a general picture of the relationship between timetable and shift. The details of shift setup will be found in the next two sections.

Timetable maintenance:

Click 【**Timetable and Shift**】in attendance menu. The following window appears.




Pic5.2 Timetable Maintenance

Add a new timetable

Click【**Append**】and enter the corresponding information:【**Timetable Name**】For instance: Day Shift【**On duty Time**】(08:00) 【Off duty Time】(17:00 )【**Begin Clock-in Time**】(07:00) 【**End Clock-in Time**】(13:00) 【**Begin Clock-out Time**】(16:00) 【**End Clock-out Time**】( 20:00),【**Late error allowance**】(5)【**early error allowance**】(5)【**Count as work day**】(1)【**Count as work time XXX minutes**】(480). Check【**Must C-In**】and 【**Must C-out**】, Finally click【**Save**】to confirm.

(Please note: Every item should be setup in timetables with no blank left.【**Begin Clock-in Time**】and【**End Clock-in Time**】setup the valid time period for clock-in. Records out of this time range will be treated as invalid ones. For instance【**Begin Clock-in Time**】is 07:00 and【**End Clock-in Time**】is 13:00. If clock-in record is 07:01 or 12:59, they are valid records but if clock-in record is 06:59, it is invalid. Besides, 【**Begin Clock-in Time**】and 【**End Clock-in Time**】 can be more than one day (meaning 【**End Clock-in Time**】 can be before 【**Begin Clock-in Time**】) but it can't be longer than 24 hours.

【**Late error allowance**】means how many minutes after【**On duty**】are treated as "late",【**Early error allowance**】means how many minutes before【**End Clock-in Time**】are treated as "early"; 【**Count as work day**】and【**Count as work time XXX minutes**】are used in calculating business leave, leave, absence and overtime.

Checking 【**Must C-In**】and【**Must C-out**】 or not will affect the result of calculation. If【**Must C-In**】is checked and the timetable is included of Staff A's shift, he will be either considered absence or treated according to 【**Not clock in count as late XXX minutes**】in 【**Parameter Settings**】If he didn't clock in or ask for leave. Otherwise, even if there is off duty record for him only, his attendance will be treated as normal.

The timetable Modification

Select the timetable name you want to revise, and click 【**Modify**】, then input the new information, click 【**Save**】when finished.

The timetable Deletion

Select the timetable you want to delete, click 【**Delete**】, and click 【**OK**】to make sure.

(Please note: Begin Clock-in Time and End Clock-in Time makes the valid time range for Clock in. Clock in out of this time range will be treated as invalid records. It is the same with Clock-out time. Please setup in accordance with practical situations.)

Example——Add a timetable:

Complete process for adding four timetables:

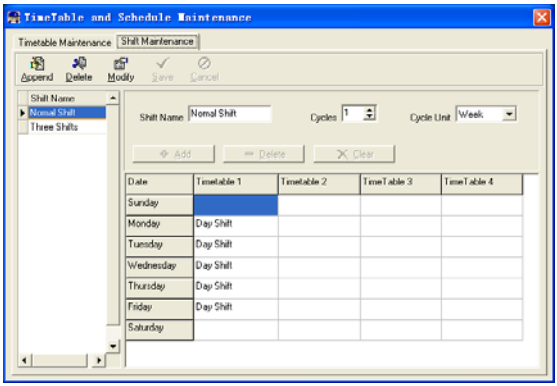
Day shift 08:00 - 17:00 Morning shift 04:00 - 12:00

Noon shift 12:00 - 20:00 Night shift 20:00 - 04:00

(Other information can be setup according to practical situations. Please refer to Pic5.2. Please note there should be no blank left.)

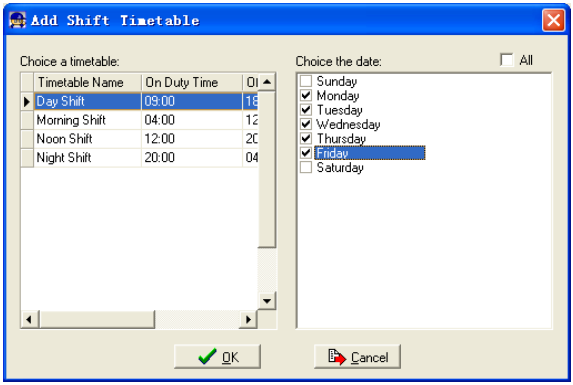
Shift Maintenance:

Click【**Shift Maintenance**】in Pic5.2 and the following window pops up:




Add a shift:

Click【**Append**】and enter corresponding shit information in 【**Shift Name**】such as : normal shift 【**Cycle**】(1), 【**Cycle Unit**】(week), and click【**Add**】,select the timetables and time range required in this shift in the springing window (see the Pic5.3 below) For instance, select the timetable – Day shift and select from Monday to Friday and then click 【**OK**】, back to this window and click 【**Save**】 to complete. (Please refer to the example for details.)




Pic5.3 Add a timetable

Modify a shift:

Select the shift to be modified and click 【**Modify**】, and enter new information in 【**Shift Name**】etc., click【**Save**】to complete.

Delete a shift:

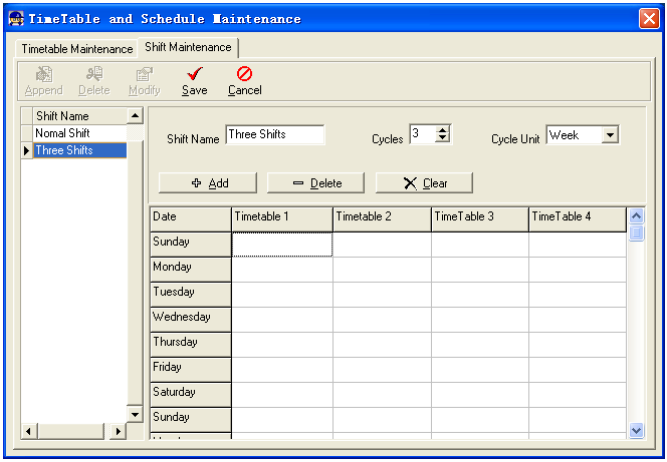
Select the shift to be deleted and click 【**Delete**】.

Example——Three shifts:

Add “Three shifts” Shift (Please note: It is assumed that the shift goes around every week, cycle every three weeks and staff is on holiday every Saturday and Sunday.)

Step 1:

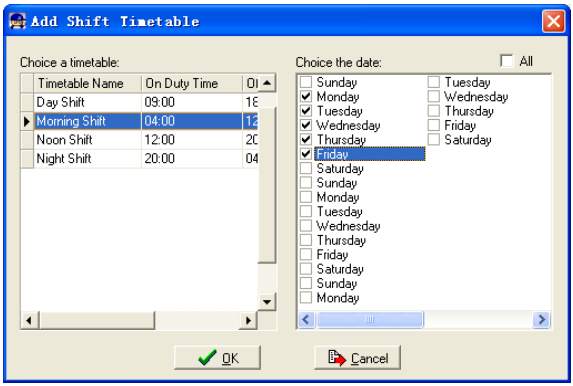
Click 【**Append**】,enter “Three shifts” in 【**Shift Name**】,set 【**Cycle**】to “3” and 【**Cycle Unit**】to “week”. Please see the picture below:



Step2

Add corresponding working hour timetable in accordance with “Cycle”: first week (morning shift, from Monday to Friday)

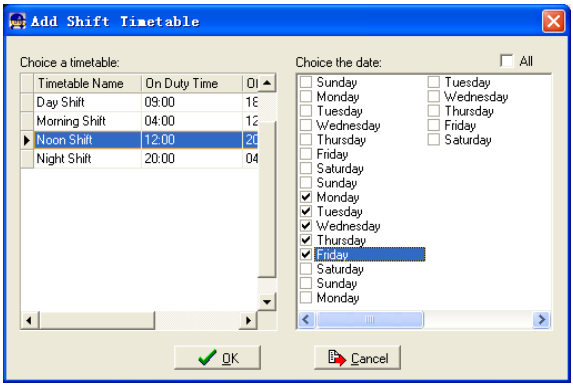
Click【**Add**】and the following window pops up:




Select the timetable “Morning shift” to be added and select the time range to apply to this timetable ”from Monday to Friday of the first week” and click 【**Ok**】to complete the setting of the first week.

The second week (noon shift, from Monday to Friday)

Click【**Add**】, make corresponding operation in the springing window(see the result below):

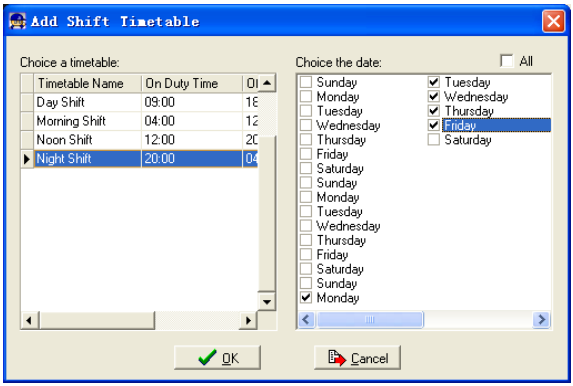



Click 【**ok**】to complete the working hour setting for the second week.

The third week (night shift, from Monday to Friday)

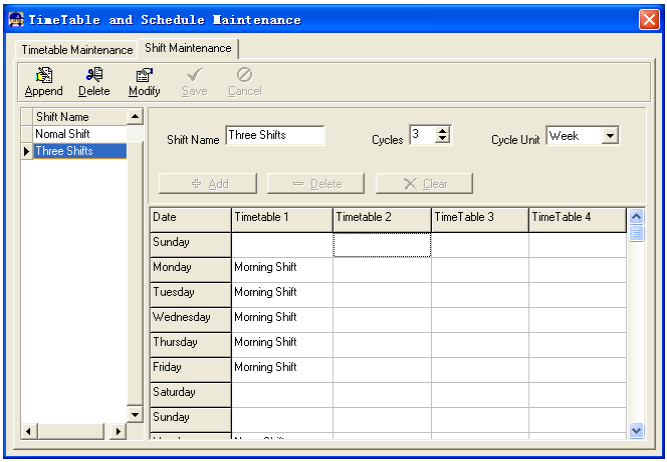
Click【**Add**】, make corresponding operation in the springing window(see the result

below):



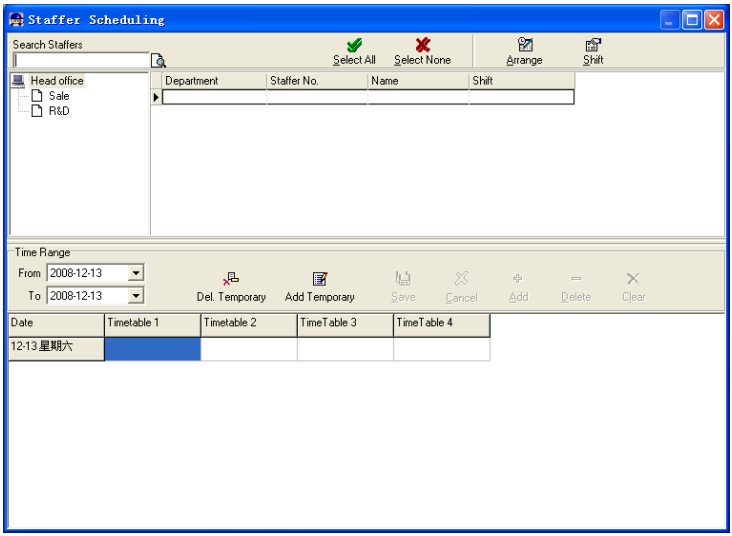

Click 【**ok**】 to complete the working hour setting for the third week.

After the completion of above steps, please don't forget to click 【**Save**】and the setup of "three shifts" will be done(see the picture below):



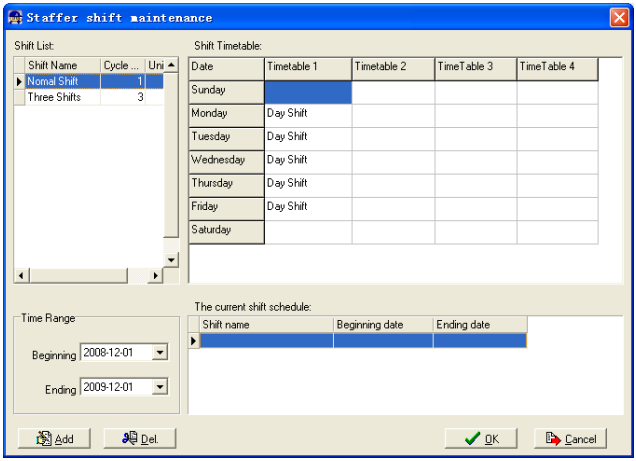

5.4.3 Staffer Scheduling

Click【**staffer scheduling**】 in【**attendance**】menu. The following window appears:




Pic5.4 Staff scheduling

Choose the department or several personnel that need to arrange shifts, click Arrange, the following window appears:




Add a new shift

Select the corresponding shifts, for instance: The commencement date and deadline of this shift of “normal class ", click Add button, clicks ok on the pop up dialog box to finish the adding of new shifts.

Please note:

If the cycle unit of scheduling is “week” and the amount of cycle is more than 2, the

starting date should setup as “Sunday”.

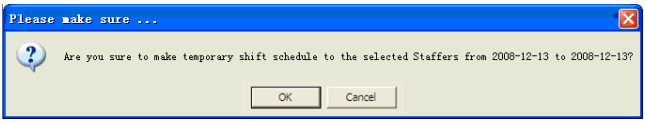
If the cycle unit of scheduling is “month” and the amount of cycle is more than 2, the starting date should setup as “1st day of a month”.

Deletion of the shifts

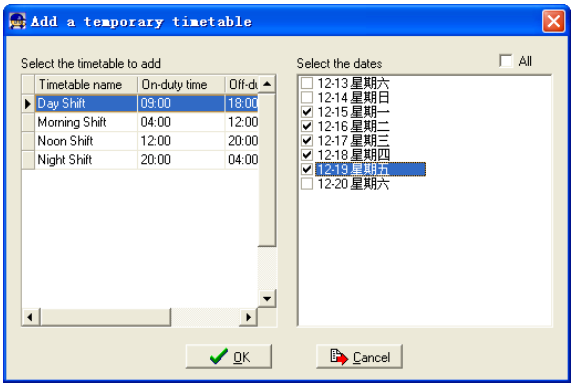
Select the shifts in the shifts which you want to delete, click Delete button and click ok on the pop up dialog box to finish the deletion.

Arrange a temporary shift

When one or many staff's working time needs to be changed temporarily, you can arrange a temporary shift. Click add 【**temporary**】 the following window appears:


Please make sure ...
Are you sure to make temporary shift schedule to the selected Staffers from 2008-12-13 to 2008-12-13?
OK
Cancel

Click【**OK**】 and the temporary scheduling can be operated. Then click【**Add**】 and the following window will pop up:




Click 【**OK**】and the timetables will be saved. Click【**Save**】and the temporary scheduling will be saved.

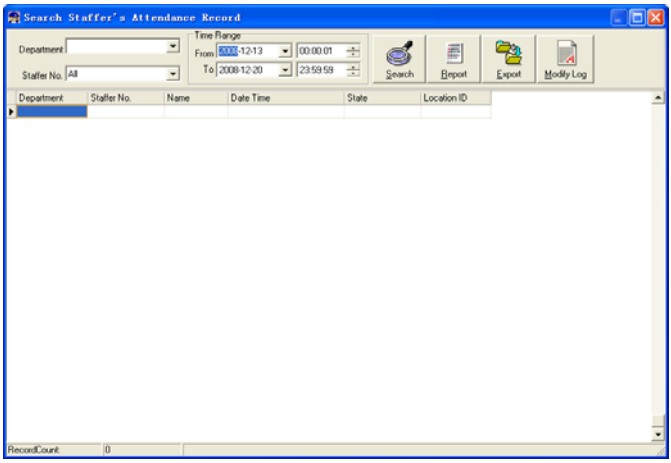
【**Delete**】:Delete the selected timetable;

【**Clear**】:Delete all the timetables in the current time range;

【**Cancel**】:Delete the existing temporary scheduling in the selected time range;

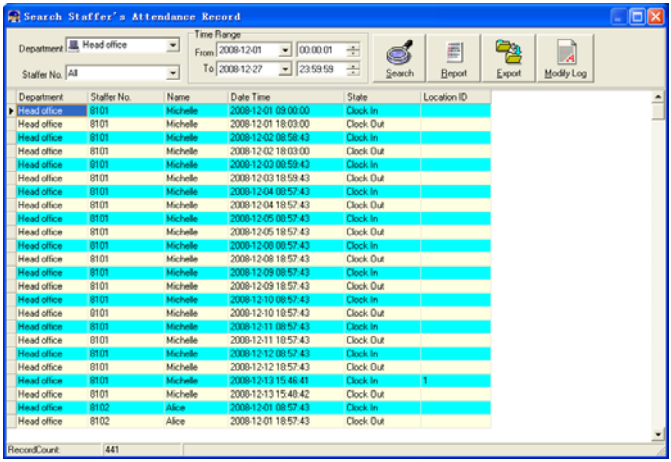
5.4.4 Attendance Records

Click 【**Attendance Records**】in 【**Attendance**】 menu, the following appears:



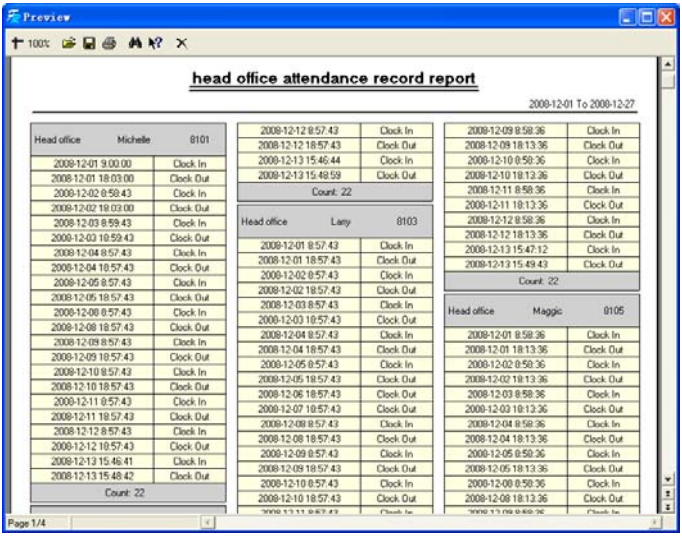

Inquiry of attendance record

Select the department, staff, the beginning and ending time that need to inquire about, then click 【search】, you can get the corresponding attendance record.




Attendance record report form preview.

Click【**Report**】when the window displays the attendance inquiry records, you can get the report form automatically.




Click【Export】button to export the record.

5.4.5 Attendance Calculating and Report

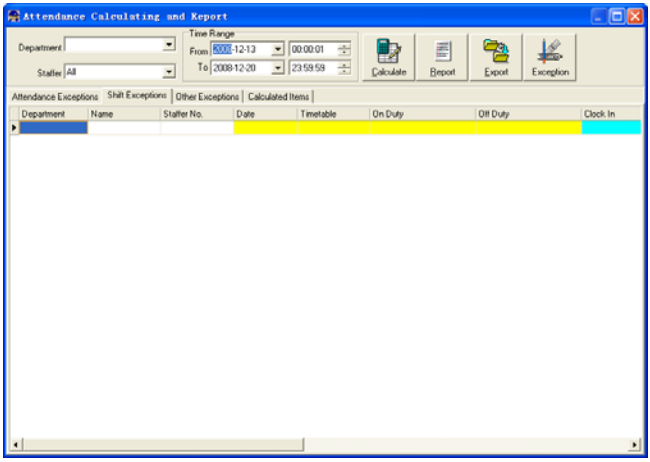
If need to lead out the attendance record, only need to click export, you can lead out the data inquired. (File format: txt, xls).

Click【**Modify Log**】and the log-modifying window will be called for reviewing the modification log of time and attendance records.

Attendance statistical report forms

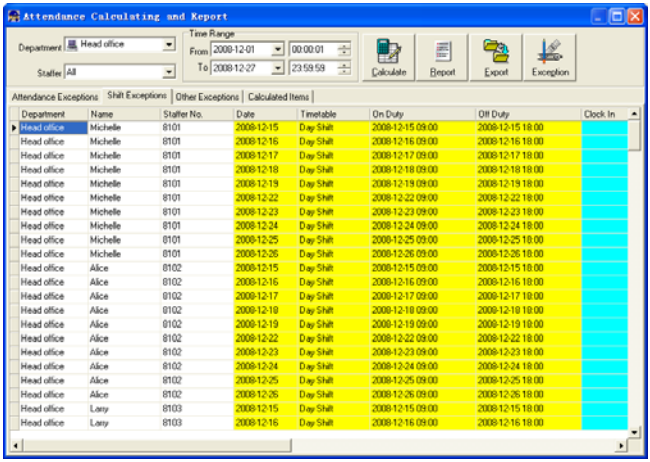
Inquiry of report form:

Click【**Calculating and report**】in 【**Attendance**】menu, the following window appears:




Pic5.5 Attendance Calculating and report

Select the beginning, the ending date and the department and staffs that need to be calculated and then click calculate the following window appears:




There are four Tabs of information after search and calculation which can be viewed respectively:

**【Attendance Exceptions】**:Display the dealt result of the original attendance records;

**【Shift Exceptions】**Display Staff's attendance result in the scheduled time period;

**【Other Exceptions】**Display Staff's leave, out and overtime etc.;

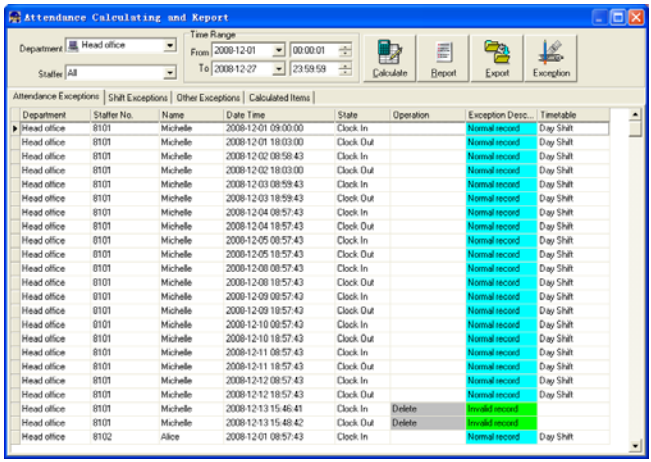
**【Calculated Items】**Display all Staff's calculated items such as "normal", "actual", "late", "early", "absent", "overtime" etc.

Please note: When dealing with “Out” calculation, there should be “Out back” and only “Out” and “Out back” in one shift can be calculated.

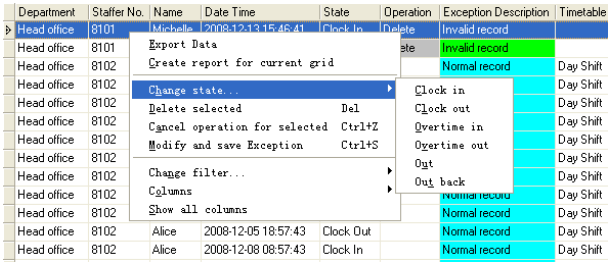
Working hours in the report=”Actual”-”Late”-”Early”-”Out”

Exceptions of attendance records dealt with:

Open the attendance exceptions option page to deal with the records:




We will see such mistakes as “state mistake “,” invalid record”, “repeated record”, etc. are described. (If we will revise to write down, click the right key and springs the following menu):




The definition of each option as follows:

**【Export Data】**:Export the data in the current attendance record list to a file in txt or xls format;

**【Create report for current grid】**:Generate report based on the data in the current attendance record list for preview and print;

**【Change state】**:Change the selected attendance record to a new state. Manually deal with the attendance record according to the practical situation;

【**Delete selected**】: mark the record as manual deleting, deleting when save it;

【**Cancel operation for selected**】:Cancel revision to this record;

【**Deal with and save**】:You can save the records that have been treated. If you want to see the changed records, you can click 【**modified record log**】 in system menu;

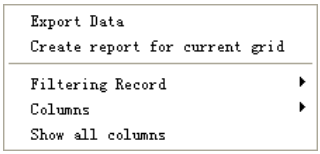
【**Filter the record**】:If there are too many records, you can filter them, and keep down the corresponding record you want;

【**Columns**】:Define the fields displayed. Meanwhile, the modification will take effect and be saved;

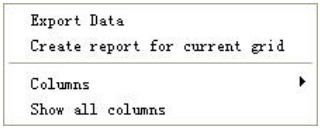
【**Show all columns**】:Display all fields in【**Columns**】;

Please note: We can manually modify the record as stated above to assure the veracity of the report according to the practical situation. If there is disoperation, the records can be recovered through【**Modified Record Log**】in【**System**】.

Right Click in【**Shift Exceptions**】the following shortcut menu will pop up:



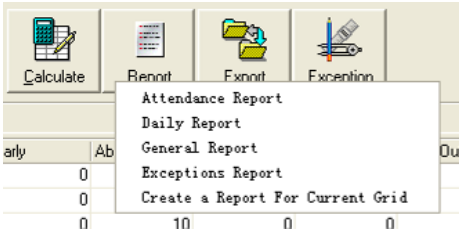

And right click in【**Other Exceptions**】,【**Calculated Items**】the following shortcut menu will pop up:




The operation is the same as stated above.

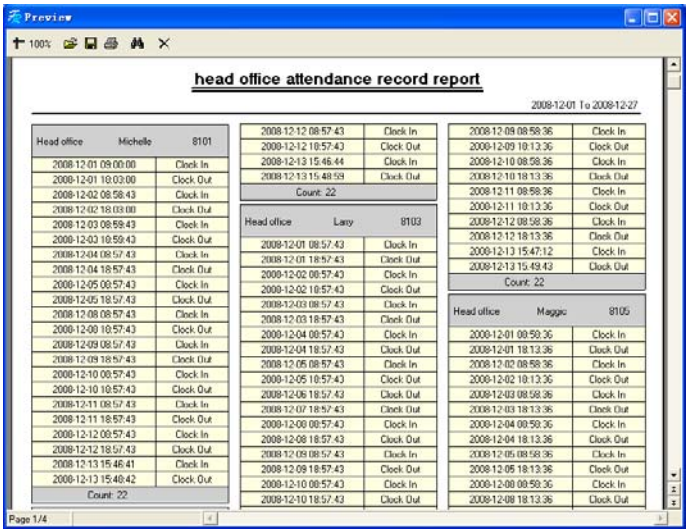
Report:

Click【**Report**】in pic5.5 and the following menu will pop up:

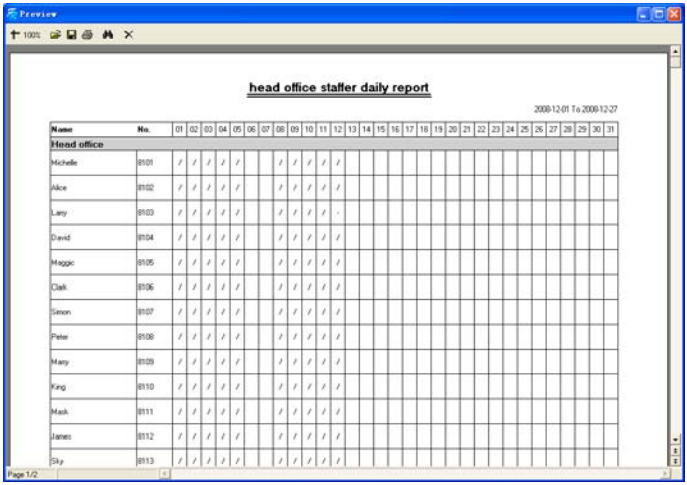



Pic5.6

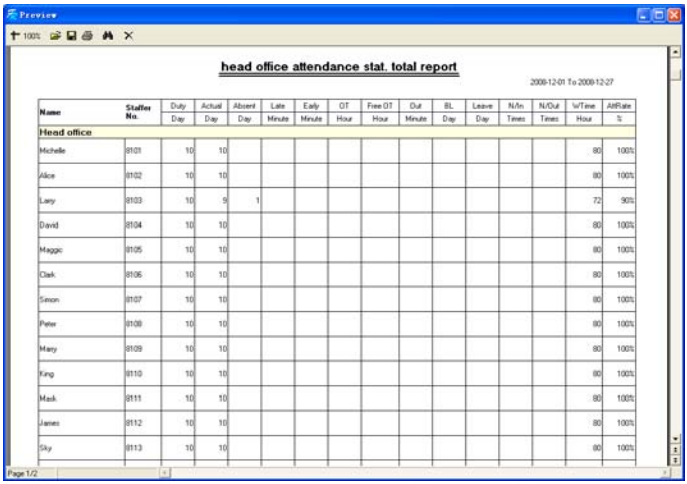
【**Attendance Report**】:Calculate staff's attendance record;



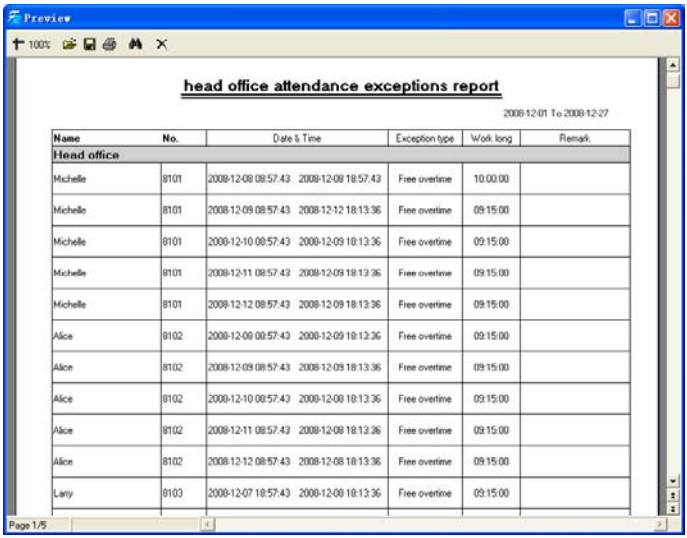

【Daily Report】:Calculate staff's daily attendance record;



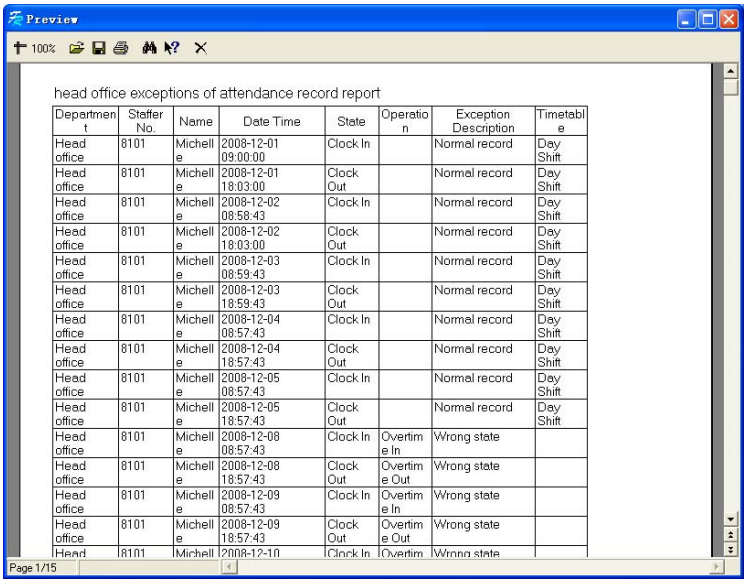

【**General Report**】:Calculate all staff's attendance items such as "normal", "actual", "late", "early", "absent", "overtime" etc;




【**Exceptions Report**】:Calculate staff's "out", "overtime", business leave/personal leave" etc;



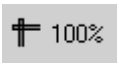

【**Create a Report For Current Grid**】:Print preview of the current displayed grid.




| Department | Staffer No. | Name | Date Time | State | Operation | Exception Description | Timetable |
|---|---|---|---|---|---|---|---|
| Head office | 8101 | Michelle | 2008-12-01 09:00:00 | Clock In | | Normal record | Day Shift |
| Head office | 8101 | Michelle | 2008-12-01 18:03:00 | Clock Out | | Normal record | Day Shift |
| Head office | 8101 | Michelle | 2008-12-02 08:58:43 | Clock In | | Normal record | Day Shift |
| Head office | 8101 | Michelle | 2008-12-02 18:03:00 | Clock Out | | Normal record | Day Shift |
| Head office | 8101 | Michelle | 2008-12-03 08:59:43 | Clock In | | Normal record | Day Shift |
| Head office | 8101 | Michelle | 2008-12-03 18:59:43 | Clock Out | | Normal record | Day Shift |
| Head office | 8101 | Michelle | 2008-12-04 08:57:43 | Clock In | | Normal record | Day Shift |
| Head office | 8101 | Michelle | 2008-12-04 18:57:43 | Clock Out | | Normal record | Day Shift |
| Head office | 8101 | Michelle | 2008-12-05 08:57:43 | Clock In | | Normal record | Day Shift |
| Head office | 8101 | Michelle | 2008-12-05 18:57:43 | Clock Out | | Normal record | Day Shift |
| Head office | 8101 | Michelle | 2008-12-08 08:57:43 | Clock In | Overtime In | Wrong state | |
| Head office | 8101 | Michelle | 2008-12-08 18:57:43 | Clock Out | Overtime Out | Wrong state | |
| Head office | 8101 | Michelle | 2008-12-09 08:57:43 | Clock In | Overtime In | Wrong state | |
| Head office | 8101 | Michelle | 2008-12-09 18:57:43 | Clock Out | Overtime Out | Wrong state | |
| Head office | 8101 | Michelle | 2008-12-10 | Clock In | Overtim | Wrong state | |

Print Report:

Toolbar of report preview is as the following picture:




Adjust the ratio of preview content;

Open the existing report file;

Find the report file (*.frp) to be opened, select it and click【**Open**】to see the report.

Save report to file;

Select the directory to save the report to, enter the file name and click【**Save**】to complete the backup of the report for future check or copying to another computer for printing; extension file name is “*.frp”.

Print Report;

Close Preview

Data Export:

In pic5.5, click【**Export**】 and the displayed data of grid in the current window will be exported to a file(*.txt or *.xls). It has the same function as 【**Export Data**】when right clicking in each grid.

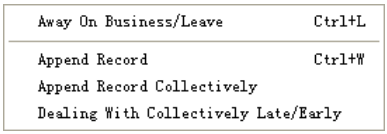
Exceptions dealt with:

In pic5.5, click【**Exception**】and the following menu will pop up:

Click options one by one in the menu and the following modules will pop up respectively:【**Append record**】, 【**Late/Early Collectively**】,【**Business Leave/leave**】 and 【**Modified Record Log**】.If the calculation result is incorrect for some staff, first, please check whether there is leave or forgetting Clock in or Clock out for this staff. If there is, please deal with the records through above menu. Please refer to the next chapter for more details.

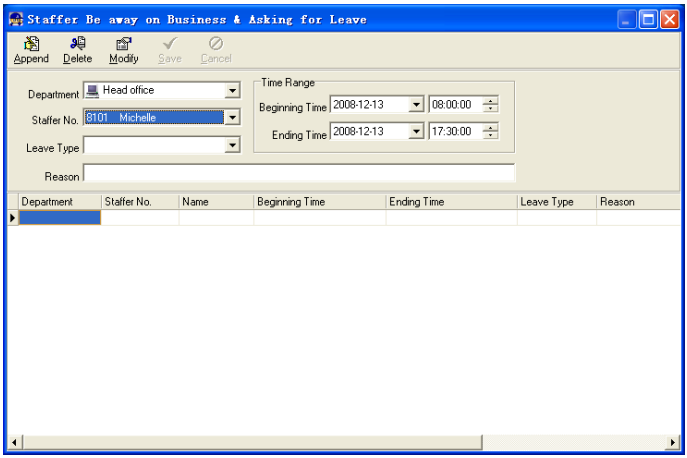
5.5 Deal with exceptions

Click 【**Exception**】 on the main menu, following springs:




5.5.1 Away on Business/ Leave

When the staff can't punch in/out because of going out on business or asking for leave, in order to guarantee the exactness of the final statistics, we should make these settings through this function. Click【**away on business/leave**】in【**exception**】menu, the following interface springs:




Deal with staff away on business / leave:

Click 【**append**】, then select the proper department, staffer ID, beginning time, ending time, leave type, and click save when ready.

Modification of staff away on business or leave:

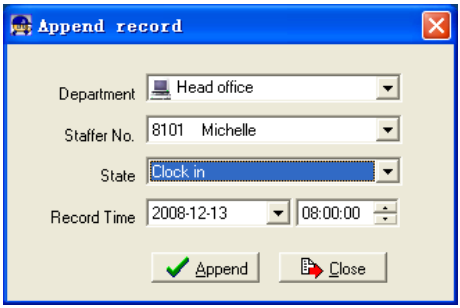
Select the appointed staffer whom you want to make this modification to, and click 【**modify**】. Then you can modify the relative information, click 【**save**】 when ready.

Deletion of staff away on business or leave

Select the appointed staff and the relative information you want to make this deletion, and click 【**delete**】.

5.5.2 Append Record

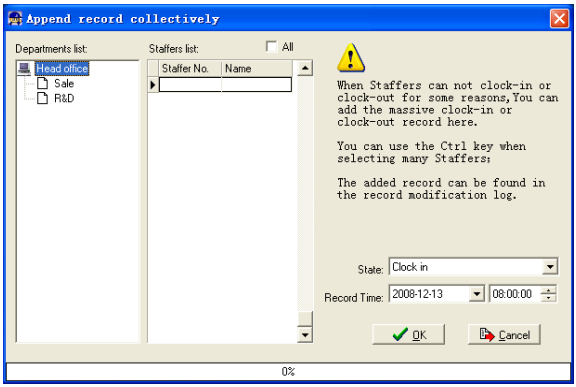
If a staffer didn't punch in because of special reason, you can use this function to append the forgetting attendance record. Click 【**append record**】 in 【**exception**】 menu, the following window Springs:




Select the relative items and click 【**append**】 when ready.

5.5.3 Append Record collectively

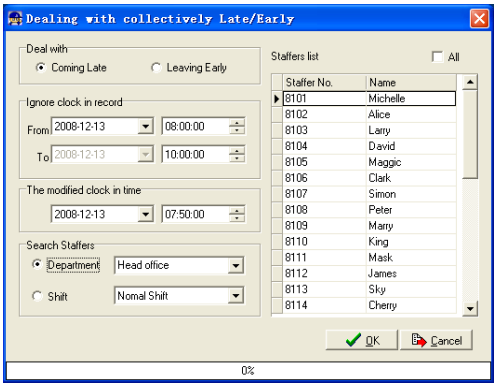
When part or all of the staffers in a department did not punch in/out because of some reasons, please you can use this function to add punching in/out collectively, click **【Exception】--【Punching in/out collectively】**,following springs:




Select the department, thus the staffers in the department will be listed in the staffer list, select the staffers whom you want to add records on to, then select punching in or out and the time, click**【ok】**to finish.

5.5.4 Dealing with collectively late / early

When collectively coming late / leaving early takes place for some allowable reasons, you can use this function. Click **【append record collectively】** in exception menu. The following springs:




Steps as follows;

1. Click “Dealing with Collectively Late/Early”;

2. Select time range for “ignore clock in record”;

3. Select the “modified clock in time”

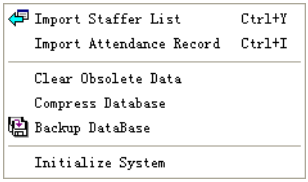
4. Search staff through department or shift;

5. Select staff;

6. Click【OK】to confirm.

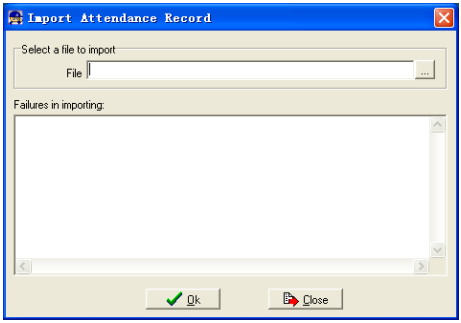
5.6 Data maintenance

Click 【**Data maintenance**】on the main menu, following springs:

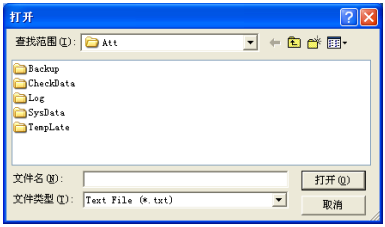



5.6.1 Import Staffer List

Click 【**Import Staffer List**】in【**Data Maintenance**】menu. Pop up the following window:




Click to select the personnel list file for importing.




Select the right file which can be in *.txt or MS Excel ( *.xls) formats, then click 【**open**】to get back to above window, click 【**ok**】to start!

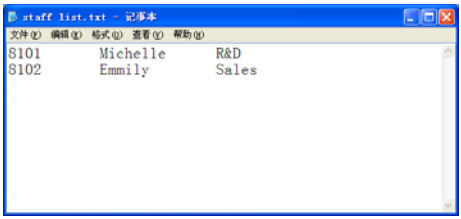
The definition of （*.txt） data format as follows:

This format of file only can import the staffer info of “ID, Name and department”;

The format of data must follow: Staffer ID + Tab + Name + Tab + Department;

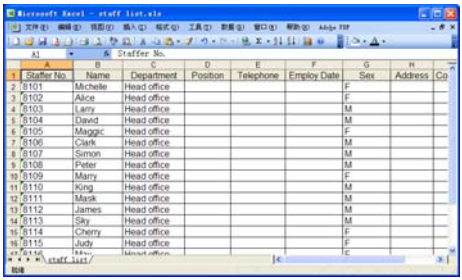
Each staffer’s information takes one line, no blank line between one another.

See following:



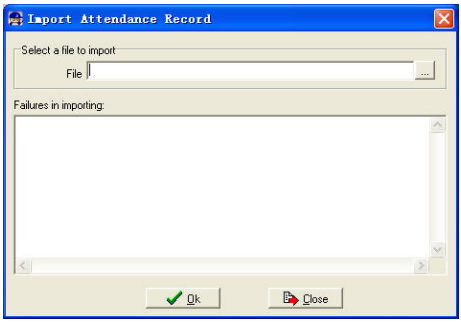

The definition of MS Excel（*.xls） data format as follows:

This format of file can import the staffer info includes: ”ID, Name, Department, card, position, employ date, telephone, address, sex, nation, birthday, native place, ID card, mobile, education, SIN, specialty”; put those items on the head line and input the items by order, the order cannot be changed.


Staffer No.
Staffer No. Name Department Position Telephone Employ Date Sex Address
S101 Michelle Head office F
S102 Alice Head office F
S103 Larry Head office M
S104 David Head office M
S105 Maggie Head office F
S106 Clark Head office M
S107 Simon Head office M
S108 Peter Head office M
S109 Marry Head office F
S110 King Head office M
S111 Mask Head office M
S112 James Head office M
S113 Sky Head office M
S114 Cherry Head office F
S115 Judy Head office F
staff_list

5.6.2 Import Attendance Records

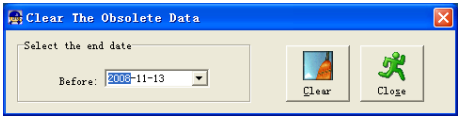
Click 【**import attendance record**】 in 【**data maintenance**】 menu, Springs the following window:



Click ... to select the attendance record file for importing, and click【**ok**】 to start.

5.6.3 Clear Obsolete Data

Click【**clear obsolete data**】 in【**data maintenance**】 menu, springs the following window:




After your system is used for a long time, you will get a large number of obsolete data in the database. It ties up the hard disk space and influences your system operation speed. At this moment you can use this function to clear these useless data.

Select the ending date for your data clearing. And click 【**clear**】 to complete this operation, after the clearance, the system will prompt asking you to compress the database as following shows, select【**ok**】to finish. (Note: you can only clear the data of one month ago)

5.6.4 Compress Database

Click【**compress database**】in【**data maintenance**】 menu to compress and repair the database

5.6.5 Backup Database

For ensuring the safety of data and recoverability, we advise you to back up the database regularly. Click【**backup database**】in【**data maintenance**】menu, then select the route to backup the database. Click【**save**】when ready.

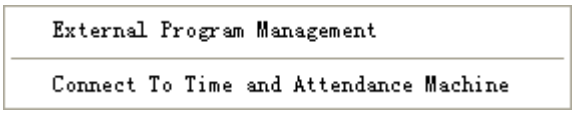
Back up the database manually: Copy the Att2003.mdb from the installation directory to the route you want to backup the database, so if the system collapses, you just copy Att2003.mdb to installation directory over again after re-installation.

5.6.6 Initialize System

Click 【Initialize system】 in 【data maintenance】 to initialize the system. (Note: After the system is initialized, all information will be lost; the system will get back to the state when just installed. Please make sure that you want to initialize the system. )

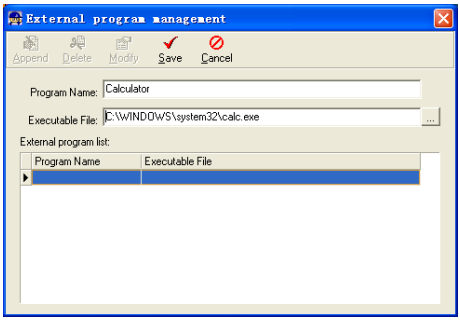
5.7 External program management

Click External on the main menu, following springs:



5.7.1 External program Management

We can append external program into time attendance program for convenient operation, for example, we need “calculator” when we are operating, we can click 【**External**】--【**External program management**】, following springs:




Click【**Append**】, Input “calculator” into the input field of 【**Program name**】, input “c:\winnt\System32\calc.exe ” into the input field of Executable file or browse ... to find the calculator program, click【**Save**】to finish.

You will see【Calculator program】when you open【External program management】over again.

5.7.2 Connect To Time and Attendance Machine

Click【**External**】--【**Connect to time attendance machine**】springs the communication interface between the software and the machine which can control the current machine connected with the computer, it can collect the records from the machine, upload and download staffer info & clear the old data & modify the time on the machine. Find detail on clause《Time and attendance management & communication》.

# Chapter6 FAQ

Frequently ask questions and answers.

# 6 FAQ

## 6.1 My fingerprint has been enrolled but often failure in identification

| Reason | Solution |
|---|---|
| 1. The fingerprint was not captured properly | Enroll the finger again. Please refer to illustration of pressing finger. |
| 2. Direct sun light or too bright light | Avoid direct sun light or other bright light |
| 3. Too dry finger | Touch the forehead to increase oily level of the finger. |
| 4. Too wet finger with oil or cosmetics | Clean fingers with towel |
| 5. Low fingerprint quality with callus or peeling | Enroll other fingers with better quality |
| 6. Wrong way in placing fingers when punching in/out | Please refer to illustration of pressing finger. |
| 7. Latent fingerprint on the surface of sensor | Clean sensor surface（adhesive tapes recommended） |
| 8. Not enough finger pressure | Place the finger evenly on the sensor with moderate pressure |
| 9. Influence by fingerprint image change | Enroll fingerprint again. Please refer to illustration of pressing finger. |
| 10. Fingerprint not enrolled yet | Place enrolled finger. |

## 6.2 T&A system can't be connected with PC

| Reason | Solution |
|---|---|
| 1. Communication method not set correctly | Select the correct communication method |
| 2. Cable not plugged firmly or cable hardware problem | Plug the cable firmly or change another cable |
| 3. Not able to connect COM (wrong COM No) | Please enter the right COM No |
| 4. Not able to connect Net (wrong setting) | Please refer to TCP/IP Set. Connecting Time Attendance terminal |

## 6.3 No records found though staff have clocked in/out

| Reason | Solution |
|---|---|
| 1、1. Unit power break for a long time (time turn to zero as default) | Please refer to the manual for time synchronization |
| 2.Minority staff fingerprint false accepted | 1、Please refer to the manual. You can add the records manually.<br>2、Please refer to the manual. You can adjust the fingerprint matching precision.<br>3、Enroll another fingerprint. And then try again. |

6.4 The user can not identify

| Reason | Solution |
|---|---|
| 1、In the sleeping mode | Press any key one the keypad |
| 2、The device is communicating or communication interruption | 1.Disconnect the connection<br>2.Resolve the wire interruption |
| 3 、Fingerprint sensor control board abnormal | Restart the machine. |

6.5 Staffers can't pass although he used the ID+FP mode

| Reason | Solution |
|---|---|
| 1、Enter wrong User ID | Enter the correct User ID |
| 2、This user do not have the 1:1 identification privilege | Set the 1:1 identification privilege |

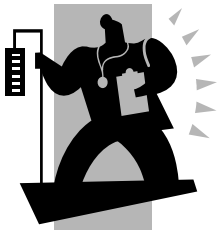
6.6 The unit beeps automatically when no one punches in/out

| Reason | Solution |
|---|---|
| 1. Direct sun light or too bright light | Avoid direct sun light or other bright light |
| 2. Latent fingerprint on the surface of sensor | Clean sensor surface（adhesive tapes recommended） |

**Notice:** If you have any other problems, please kindly email us the log files in zip or rar (The log files are in the folder "Log" in the installation directory of the software)!

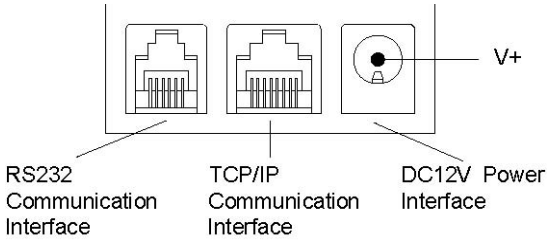
# Chapter7 Appendix

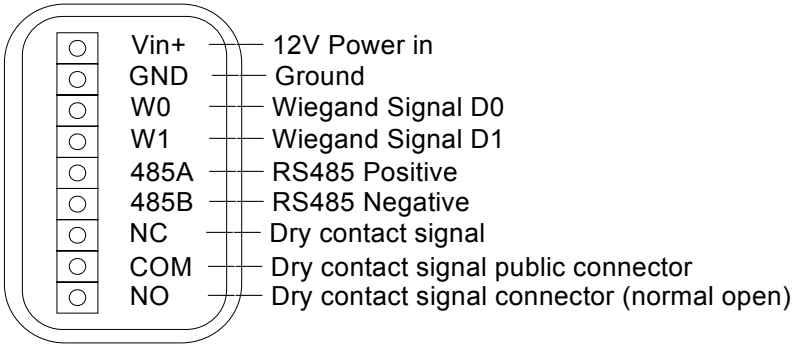
The main theme of this chapter is the additional information of this T & A including access control cable connection and way of pressing finger.



# 7 Appendix

## 7.1 Interface illustration





Vin+ 12V Power in
GND Ground
W0 Wiegand Signal D0
W1 Wiegand Signal D1
485A RS485 Positive
485B RS485 Negative
NC Dry contact signal
COM Dry contact signal public connector
NO Dry contact signal connector (normal open)

## 7.2 Illustration of pressing finger

Correct pressing finger method:

Wrong pressing finger method:

Gentle Left Right Incline Down

1. Please register and punch by thumb or index finger if possible
2. Press any key to activate the sleeping unit
3. Please stand in a line and don't punch with finger not registered.
4. Please avoid direct sunlight, water, collision and use in extreme environment.